

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.01 Amendment to Policy 1435 - Telecommuting for Professional Staff (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Amendment to Policy 1435 - Telecommuting for Professional Staff

Public Content

Policy has been edited to include language that would allow telecommuting in special circumstances, including but not limited to, building or facility malfunction, closure, etc.

This amended policy was up for 1st read at the December 12, 2023 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Policy 1435 Telecommuting for Professional Staff - edit uploaded for May 14 2024 RBM.pdf \(150 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	October 17, 2023 PCM
Title	TELECOMMUTING FOR PROFESSIONAL STAFF
Code	po1435
Status	Committee Review
Adopted	January 15, 2019
Last Revised	February 18, 2023
Last Reviewed	October 12, 2023

1435 - TELECOMMUTING FOR PROFESSIONAL STAFF

Telecommuting is the ability to work from home or a pre-approved work location away from an employee's work location or District locations making use of the internet, email or phone. By using available technology, an employee is not required to physically commute from home or elsewhere to a District work location.

Telecommuting is neither a universal employee right nor a universal employee benefit. Telecommuting is not appropriate for all employees and positions, nor all employees in the same or similar jobs, and shall be considered on a case-by-case basis by the Superintendent and designees. School-based and site-based positions (those that are critical to the operations of schools and provide direct support to students, families and constituents), are not eligible for telecommuting. Telecommuting may be allowed as a reasonable accommodation under the Americans with Disabilities Act (ADA) for eligible positions. Requests will be considered on a case-by-case basis in accordance with the law, District policy and administrative guidelines.

A decision to allow telecommuting shall be made by the Superintendent and cabinet-level designee, in accordance with District administrative guidelines, as an option when appropriate to the particular needs of the District and telecommuter, **including but not limited to; or under special circumstances such as adverse weather conditions or building/facilities issues. under special circumstances such as adverse weather conditions.** Telecommuting shall only be approved on a time-limited basis by the Superintendent and designees and may be discontinued by the Superintendent or designees at any time. All exceptions to this policy may only be made by the Superintendent when required to meet District needs.

The Superintendent and cabinet-level designees shall be responsible to develop a means of confirming employee work hours, performance, and holding telecommuter(s) accountable for the output and quality of work output yielded through telecommuting arrangements. This information must be documented and maintained for possible review.

When considering telecommuting arrangements, the Superintendent and designees shall take into consideration, among other factors, the nature of the job/work, and whether the participating department and or individual can maintain the quality of work, performance and productivity, and the ability of the employee to work independently. Failure to fulfill work requirements may result in loss of telecommuting privileges, time charged to leave bank, unpaid leave, revocation of telecommuting privileges, disciplinary action, and/or termination of employment.

District employees who are approved by the Superintendent or designees for a telecommuting arrangement are responsible to ensure, at their own expense, that their telecommuting worksite is conducive to the type(s) of work they perform. Generally, telecommuting work environments must be safe and free of hazards to health and safety, conducive to the type(s) of work the employee will perform, and ergonomically appropriate. District employees who engage in telecommuting arrangements shall therefore ensure the following:

- A. Telecommuting space environment and furnishings (for example a private workspace, desk, chair, Internet and telephone access) enable the employee to accomplish their assigned duties;
- B. Dedicated workspace allows unobstructed and uninterrupted work, that promotes effectiveness and efficiency;
- C. A working environment that provides security over work-related technology, materials, and correspondence until their return to an official work location;

- D. A workspace that separates work from ongoing domestic activities;
- E. A workspace that restricts family pets/animals from the work area(s). Child care/elderly care activity or related personal responsibilities should occur outside of the workday and not within the dedicated work area;
- F. Control(s) over noise, interruptions, work-related equipment and materials;
- G. Adherence to the number of days or hours of telecommuting allowed each week, the work schedule the telecommuter will customarily maintain, and the manner and frequency of communication with their supervisor or designees as expressly directed;
- H. Record of his/her hours worked, vacation, sick or other leave as expressly directed by their supervisor;
- I. Adequate internet and telephone service as necessary for email and network functions at the telecommuter's expense;
- J. Accessibility by telephone or electronically within a reasonable time period during the agreed upon work schedule; and
- K. No face-to-face interactions with business contacts are to occur in a residential location.

Employees who do not have or are not able to provide themselves an appropriate place to perform telecommuting work functions shall not telecommute and should work instead at their generally assigned District work location. Any business expense incurred by the telecommuter as a result of telecommuting arrangement shall obtain department manager approval before being incurred. All requests for reimbursement shall be accompanied by proper documentation to support the expenses, in accordance with all applicable District accounting, ethics and financial control policies and administrative guidelines.

Time at home or elsewhere spent in activities other than work shall not be submitted as work time by the employee to their supervisor or designee as directed. Such a circumstance would constitute falsification of time records to receive pay for time not worked and shall be grounds for termination.

District employees on Family Medical Leave Act (FMLA) leave, or other types of continuous leave shall be prohibited from telecommuting.

Employees eligible for telecommuting are confined to telecommuting within the United States of America.

Revised 12/14/21

Legal [42 USC 12101 et seq.](#)
 [Family Medical Leave Act \(FMLA\)](#)
 [Americans with Disabilities Act \(ADA\)](#)

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.02 Amendment to Policy 5610 - Emergency Removal, Suspension and Exclusion of Nondisabled Students (Second Read)
Access	Public
Type	Action
Recommended Action	First Read of Amendment to Policy 5610 - Emergency Removal, Suspension and Exclusion of Nondisabled Students

Public Content

This policy was reviewed and revised as part of the Policy Modernization Project.

This amended policy was up for 1st read at the December 12, 2023 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Policy 5610 Emergency Removal Suspension and Expulsion of Nondisabled Students - edit uploaded for May 14 2024 RBM.pdf \(233 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	October 17, 2023 PCM
Title	EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF NONDISABLED STUDENTS
Code	po5610
Status	Committee Review
Adopted	February 12, 2019
Last Reviewed	May 2, 2023

5610 - **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS**

~~A student may~~ The District is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The District also recognizes that removal from the educational program of a school is a severe sanction that should only be imposed after careful consideration.

Factors to be removed Considered Before Suspending or Expelling a Student

~~The Board of Education also recognizes that exclusion removal from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.~~

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, prior to suspending or expelling a student, if suspension or expulsion for persistent disobedience, gross misconduct or conduct otherwise described by law of a student is considered, the Superintendent or designee shall consider the following factors: prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of the school environment, any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent or designee will exercise discretion over whether or not to suspend or expel a student. ~~for persistent disobedience or gross misconduct.~~ In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent or designee can

demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent or designee will still consider these factors in making the determination. In recognition of the negative impact on a student's education, the District views suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of the last resort, except where these disciplines are required by law (Policy 5610.01). Alternatives to avoid or to improve undesirable behaviors shall be explored when possible prior to implementing or requesting a suspension or expulsion.

Restorative Practices

The Superintendent or designee shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

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

If the Superintendent or designee decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices 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.

Due Process

The District recognizes that removal that exclusion from its educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process. since exclusion deprives a child of the right to an education. The District also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, 'suspension' shall be either short term (not more than ten (10) days) or long term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program. In all cases resulting in short term suspension, long term suspension or expulsion, appropriate due process rights described in Policy 5611 must be observed. School administration shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

If a teacher has good reason to believe that a student's conduct constitutes conduct for which the student would be suspended according to District policy and as specified in the Code of Conduct, the student may be removed from a class, subject, or activity for one (1) day by his/her teacher or the student may be given a short term suspension by the principal. For purposes of this policy, a suspension shall be either short term suspension is (not more than ten (10) days) and a or long term suspension is (for more than ten (10) days, but less than permanent expulsion)-.

~~A student so removed will not be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process. of a student from a regular District program. The Board may designate the Superintendent as its representative at any hearings regarding the appeal of an~~ For purposes of this policy, a short term suspension is not more than ten (10) days and a long term suspension is more than ten (10) days. The Superintendent may suspend a student for a period not to exceed ten (10) school days.

~~For purposes of this policy, Un~~Unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are permanently expelled may petition for reinstatement as provided below.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

The Superintendent ~~or designee~~ shall develop ~~administrative guidelines~~ procedures to implement this policy that shall include the following:

- A. ~~promulgation~~ strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcome of the District's core curriculum;
- B. standards of behavior ~~for~~ all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

When making a determination whether or not a student will be expelled ~~or permanently excluded~~ under this policy, the Superintendent shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315 - Information Management (i.e. 'Litigation Hold')) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

Authority to Suspend or Expel for Persistent Disobedience or Gross Misconduct ~~START~~

Without disregard for the District's child find obligation and/or obligation to provide and track interventions, any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct.

Pregnancy Status

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as 'intentionally causing or attempting to cause physical harm to another through force or violence.'

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five (5) and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or

contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

'At school' means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in their possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent or designee determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

1. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may

not be reinstated before ninety (90) school days from the expulsion date.

2. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
3. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
4. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
5. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
6. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following ~~the~~:
 1. the extent to which reinstatement would create a risk of harm to students or school staff;
 2. the extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
 3. the age and maturity of the student;
 4. the student's school record before the expulsion incident;
 5. the student's attitude concerning the expulsion incident;
 6. the student's behavior since the expulsion and the prospects for remediation;
7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
 1. abide by a behavior contract involving the student, their parents, and an outside agency;
 2. participate in an anger management program or other counseling activities;
 3. cooperate in processing and discussing periodic progress reviews;
 4. meet other conditions deemed appropriate by the committee;
 5. accept the consequences for not fulfilling the agreed upon conditions.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above or upon any standards and with any procedures it determines appropriate under the circumstances.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

In-School Discipline

~~As The purpose of this policy is to provide an alternative to out of school suspension, in-school discipline . The availability of in-school discipline options areis dependent upon the financial ability of the District Board to support such a program.~~

In-school discipline will only be offered at the discretion of the Superintendent or designee for offenses as provided found in the Student Code of Conduct.

~~The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due process procedures are followed as applicable. (See Policy 5630.01)~~

Due Process Rights of Parents and Students

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. (See Policy 5611).

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear corporal punishment as an appropriate means procedure into discipline students discipline.

~~Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.~~

Within the scope of their employment, all staff may use or apply incidental, minor or reasonable physical contact (reasonable physical force) as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning, under limited circumstances, as described below and apply restraint to accomplish the following (see Policy 5630):

- A+ if after requesting that the student refrain from further disruptive acts, staff may restrain a student whose behavior is interfering with the orderly exercise and performance of school district functions;
- B+ for self-defense or defense of another;
- C+ to prevent a student from inflicting harm on himself or herself;
- D+ to quell a disturbance threatening physical injury to others;
- E+ to obtain possession of weapons or other dangerous objects upon or within the control of the student; or
- F+ for the protection of property.

~~In accordance with State law, corporal punishment shall not be permitted~~ Corporal punishment is strictly prohibited. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

~~The Superintendent or designee shall provide guidelines, including a list of alternatives to corporal punishment.~~

Removal, Suspension, and Expulsion of Students with Disabilities

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

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Legal

M.C.L. 380.1301, 380.1309, 380.1310, 380.1310d, 380.1311, 380.1311(1), 380.1310(c)

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.03 Amendment to Policy 7510 - Community Use of Schools (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Amendment to Policy 7510 - Community Use of Schools

Public Content

Policy has been edited to add criteria for community use applications submitted by for-profit organizations. The attached draft has been edited to include changes requested by Policy Committee members at the August 21, 2023 Policy Committee Meeting regarding use of facilities for profit generating activities.

This amended policy was up for 1st read at the December 12, 2023 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Policy 7510 Community Use of School Facilities - edit uploaded for May 14, 2024 RBM.pdf \(207 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	October 17, 2023 PCM
Title	COMMUNITY USE OF SCHOOL FACILITIES
Code	po7510
Status	Committee Review
Adopted	December 17, 2019
Last Revised	December 14, 2021
Last Reviewed	August 30, 2023

7510 - **COMMUNITY USE OF SCHOOL FACILITIES**

The District shall make its buildings and facilities available to the community for the use of responsible organizations or groups of citizens when it is not being used by the school. Such permission and use shall not constitute an endorsement by the school district of any organization or group nor of the program, philosophies, goals or beliefs of any such organizations or groups or the expression of opinion regarding the nomination, retention, election or defeat of any candidate nor the expression of any opinion as to the passage or defeat of any issue. Users shall adhere to all school district policies, regulations and practices pertaining to the use of school facilities.

Specifically, the Board of Education recognizes:

- A. That the primary purpose of the District facilities is to implement the regular instruction programs.
- B. That District facilities may be made available to the community when not in use for school.
- C. That the procedures for Community Use of Facilities are intended to promote effective, consistent, and fair use and enjoyment of District facilities consistent with the need to establish priorities that recognize the educational purpose of these facilities. These procedures apply to all buildings and fields owned and/or operated by the District.
- D. No activity may take place in a District facility during non-instructional hours without the approvals set forth herein, including the presence and availability of necessary District staff (substitution of non-District staff will not be allowed).
- E. If an activity requires, either by the time of scheduling or by additional work, that a District employee work beyond their regular shift hours, such employee shall be paid for the additional amount of time that is worked to support that activity through the Office of Community Use by the using organization for the time worked in support the activity.
- F. The Office of Community Use shall determine the appropriate personnel and the hours of work required to support each Community Use activity. Activities that require the use of multiple spaces within a school building, involve dinner meetings of groups larger than twenty-five (25) persons, or are open to community members at large will require the presence of a District Police Officer and/or District contracted public safety officer and custodian who are to be compensated through the Office of Community Use by the using organization for time worked in support of the activity.
- G. District employees are not to receive any payments whatsoever. All payments for Community Use activities are to be made by certified check or money order to the Office of Community Use made payable to Detroit Public Schools Community District.

The District reserves the right to refuse approval or to cancel any permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the school.

Appropriate Use and Priority

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of government
- F. community organizations or groups of individuals formed for educational, civic, charitable, social, recreational, and religious purposes

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent or his/her designee should meet with the local and federal agencies to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent and/or designee shall develop administrative guidelines for the granting of permission to use District facilities. Such guidelines are to include the following:

- A. A schedule of fees, costs, and days and time of use.
- B. Each user is required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- C. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- D. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Limitations on Use

- A. To the extent users are interacting with District students, criminal and other background information pertaining to those users may be required pursuant to regulations or procedures established by the Superintendent or his designee.
- B. No use of facilities shall be allowed if, in the opinion of the Superintendent or his/her designee, such use would conflict with the District's educational objectives.
- C. The District will not assume any responsibility for the health of or injury to individuals or groups who use the facilities, or for lost or stolen personal or group articles.
- D. The District will not assume any responsibility for damages sustained on school district property including vehicles.
- E. Groups using buildings must confine themselves to their assigned rooms/areas and parking spaces. The adult activity supervisor is responsible for enforcing this requirement. Buildings may be used only when adult supervision provided by the user is present. Additionally, all scheduled activities must begin and end in accordance with the times listed on the community use request.
- F. The maximum number of persons permitted in each area shall be the stated capacity as established by local or state fire codes.
- G. All laws, rules, regulations, ordinances, and fire codes established by the District, city, county, or state governing bodies must be observed always. Any violation will be considered grounds for loss of facility use privileges.
- H. All uses of facilities shall be in accordance with existing local, state and federal law.
- I. If admission is to be charged for any activity, the using organization and adult supervisor must indicate on the application the amount of such admission, the number of persons anticipated to be attending such event, the intended use of the funds, whether refreshments of any kind shall be served and a statement that the using organization shall comply with all applicable federal, state and local statutes, regulations and ordinances relating to such events. The fees for use shall be adjusted based on the event, the anticipated number of attendees, and the rates for the facility as well as District employee

costs. ~~The District will not approve applications for for-profit revenue-generating activities.~~

J. For all profit generating activities, requesting organizations must submit a proposal to the Office of Community Use outlining:

1. How the requesting entity's work has a direct impact on the community it serves.
2. How the proceeds of the requested activity will have direct impact on student enrollment, student programming, mental health, or charities.
3. The amount the requesting entity will donate back to the District for educational purposes. Minimally, all District costs incurred by holding the activity/event, must be paid by the requesting entity. Funding received will be distributed at the discretion of the District or identified school.

The Office of Community Use will submit the proposal and agreed upon donation to the Superintendent or designee for approval.

All large events of 50 person or more must submit a completed event package to the District at least 90 days before the event. The event package includes, all licenses, insurance certificates, fees, and proposed monetary contribution to District educational program or school.

- K. Use of District facilities for carnivals or activities utilizing carnival equipment is strictly prohibited. Playing cards, raffles, bingo, feather parties, darts, throws, the selling of chances on prizes, the issuance or distribution of tickets for lottery purposes, and all games of chance are prohibited.
- L. No tobacco products or illegal substances will be allowed on school property, including parking lots, tennis courts, athletic fields, or in any District facility. Smoking on District property is strictly prohibited. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action.
- M. Alcoholic beverages will not be allowed on school property during school hours or at school-related functions. Failure to comply with this regulation will be grounds for immediate termination of the facility use contract and may be grounds for legal action. This section does not prohibit consumption or possession of alcoholic beverages on school property outside of school hours:
1. As part of a generally recognized religious service or religious ceremony; or
 2. At a non-school function or event on school property if the Superintendent, or his or her designee, has approved the consumption or possession of alcoholic beverages at such non-school function or event.

LIABILITY INSURANCE

All applicants must agree to assume responsibility for all damages resulting from its use of District facilities.

Proof of adequate insurance must be provided by the applicant at least ten (10) days prior to the intended use.

Certificates of insurance must name the District, Board, and its members as additional insured and must specify the period of coverage and provide for prior notification of cancellation by the insurer.

All policies must be insured by a firm issued by an insurance company licensed in the State of Michigan. For the avoidance of doubt, this does not mean that the insurance company must be Michigan-based.

The applicant's name must be the same as the name indicated on the certificate of insurance.

COMMUNITY USE CATEGORIES

The following facility user categories are identified for determining rental rates.

For all categories, appropriate costs will be charged. These costs may include any application fee, facility rental fee, labor, and repair of damage incurred by the District.

Category A

Detroit Public Schools Community District Organizations - Free Rental, No Application Fee, Labor Charges as Appropriate

- PTA/PTSA or other local parent-school organizations
- District school-sponsored pupil organizations
- District after-school programming

- District school employee groups
- District school activities
- District-sponsored childcare programs
- District-sponsored community education programs
- School advisory or governance groups (SIAC, CSC, etc.)
- Organizations subject to a formal, written agreement with the District who are solely in the building to service students at no charge to the student with the approval of the Superintendent or his/her designee

Category B - Community Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)

- Private athletic organizations (e.g. Amateur Athletic Union)
- Adult recreational groups
- Political meetings
- Other governmental agencies
- Social, civil, and recreational organizations
- Childcare programs
- Faith-based organizations
- Non-profit support groups
- Universities

There will be no waiver of fees outside of the reduction of fees described above in Category A for activities co-sponsored with the District. In addition, priority for facility use will be given to Category A activities. The Office of Community Use of Schools will coordinate scheduling and processing of payment responsibilities for all labor costs and insurance requirements for the use of all facilities.

All other use of facilities will be processed on a first-come, first-served basis determined by the time and date the completed application was received in the Office of Community Use of Schools.

Single permits may be entered for a series of meetings of a group. However, a permit will not be issued during one (1) school year for use during a future school year.

Upon receipt of the community use application, approval if required, and all fees, the Office of Community Use of Schools will contact the school and facility manager and advise them of the request and arrange for custodial services or other necessary personnel.

Approval Process

The applicant, following review of the application, will be notified by the Office of Community Use of Schools as to the fee total and approval or disapproval of the application within ten (10) business days.

Payment of Fees

If approved, the applicant shall make payment by certified check or money order to Detroit Public Schools Community District at the Office of Community Use of Schools at least ten (10) working days prior to the date of scheduled use. Failure to make payment within ten (10) working days prior to the scheduled use will result in the permit being canceled. The application fee will not be refunded. All violators of Community Use procedures will not be approved for future community use until outstanding bills are paid.

Listing of Type and Amount of Fees

General Fees

- A. Application fee: \$15 (due at time of application)
- B. Liability Insurance fee: \$1,000,000 liability insurance certificate listing DPSCD as an additional insured. Insurance may be purchased for an additional fee if needed.
- C. A minimum charge for three (3) hours usage is required

Payment of Labor Charges - Additional and Overtime Procedures

Overtime and/or additional time rates will only be charged if and when building staff is not already scheduled to be present in the building. If an activity is scheduled during a time when staff is regularly scheduled to be in the building and the type of activity does not require the allocation of additional staff in order to ensure maintenance and order in the building no labor charges shall be assessed.

Generally, activities that require (i) the use of multiple rooms within a school building, (ii) are open to the community members-at-large; (iii) involve groups of twenty-five (25) participants or more; or (iv) whose scheduled end-time is less than one (1) hour before the building's custodial staff end-time will require the presence of School District Police Officers and/or custodians and the user will be charged labor rates in addition to the room rental rate. If the additional staff time needed is not immediately following previously scheduled staff time or requires staff not already at the building to come to the building, a minimum of four (4) hours of staff time will be charged at the applicable rate. The determination as to the need for and number of staff shall be in the sole discretion of the Office of Community Use.

Overtime rates are subject to change according to annual salary adjustments. All rates for use of District facilities shall be determined, updated, and published by the Superintendent or his/her designee.

Personnel Hourly Overtime rates:

- A. Custodial Personnel: \$22.72
- B. Maintenance Personnel: \$40.00
- C. Stage Manager: \$22.38
- D. Unarmed Guard: \$24.56
- E. DPSCD Police Officer: \$23.70-42.93
- F. Kitchen Helper/Food Service Employee: \$20

Rooms/Outdoor Fields – Category B Use Cost

* Per Hour

** Per Event

Payment Rates		ELEM. SCHOOLS	MIDDLE SCHOOLS	HIGH SCHOOLS
*	Classrooms	\$30.00	\$30.00	\$30.00
*	Gym	\$58.00	\$58.00	\$60.00
*	Aux Gym	N/A	N/A	\$30.00
*	Cafeteria	\$20.00	\$35.00	\$40.00
*	Media Center	\$25.00	\$25.00	\$25.00
*	Kitchen	\$50.00	\$50.00	\$50.00
*	Specialty Rooms (Rehearsal, Dressing Room)	\$20.00		\$30.00
*	Auditorium	N/A	\$100.00	\$130.00
*	Premier Auditorium	N/A	N/A	\$250.00
*	Black Box Theatre	N/A	N/A	\$150.00
*	Pool	N/A	N/A	\$125.00
*	Baseball Field.	\$25.00	\$25.00	\$50.00
*	Soccer/Football Field	\$25.00	\$25.00	\$125.00
*	Basketball Court	\$25.00		N/A
*	Stadium	N/A	N/A	\$125.00
**	Parking Lot Elem.	\$25.00	\$35.00	\$150.00

Rental fees are minimal and neither the District nor individual schools garner profits from the Community Use of Schools process. These fees are used for program administration and to pay personnel costs.

Permit

Following timely receipt of payment, a facility use permit will be issued to the applicant by the Office of Community Use of Schools. Use permits may not be transferred or assigned. The permittee agrees to notify the Office of Community Use if the permit is not to be used.

Cancellation by the District

The District reserves the right to cancel facility use applications should the space be needed for emergency school or school-related activities. This privilege will be used only when necessary because of unavoidable circumstances. If the District must cancel the use of a space due to a problem with an approved site, the Office of Community Use of Schools will try to arrange an alternative site. When school facilities are closed due to an emergency, inclement weather, or any other event which is beyond the control of the District, community use activities will also be canceled.

Payment for Damages

The District expects to provide safe and maintained facilities. The facilities should be inspected at the time of initial occupancy. The district expects to get the facilities back in the same condition. Any damage to the facility will be billed to the using group. Further use of any district facilities will be barred until such bills have been paid in full. The applicant will be billed for any damage resulting from improper or careless use of the facility and shall make payment within thirty (30) days of receipt of a bill.

Special Exemption for Detroit School of the Arts

Due to the unique nature of the space and purpose and vision for programming at the Detroit School of the Arts (DSA) certain special exemptions will apply for Community Use. Approved activities will be consistent with both DSA's artistic and educational goals and provide a benefit for students.

All requests for Community Use must be submitted through the Office of Community Use for review by the DSA Auditorium Manager. The Auditorium Manager and the Deputy Executive Director of Fine and Performing Arts will determine technical staffing needs and grant approvals and determine costs in consultation with the Office of Community Use. Costs may exceed staffing and direct pass-through costs. The Superintendent or his/her designee shall establish appropriate administrative guidelines for the use of DSA.

Use of District Buildings by District Employees and Contractors

Individual employees of the District may not use school facilities without obtaining an appropriate permit. Employees of the District cannot use school facilities for programs which allow for personal profit. Failure to adhere to this policy will relate in disciplinary action up to and including termination.

Church and Religious Activities

Facilities may be used for religious activities under the following conditions:

- A. Church services and religious activities must be conducted at times when school is not in session;
- B. Religious objects and symbols must be removed after each use;
- C. Fees will be assessed according to the current applicable rates.

The Office of Community Use of Schools may rescind a permit, deny future permits, or impose conditions on future uses by an applicant for violations of school district rules and regulations related to facility use.

Reporting By Building Employees

It is the responsibility of all permit District employees, particularly the custodian, to observe the nature of the activity.

If any irregularity or permit violation occurs, including failure to use the facility by a permit-holding organization should be reported to the principal of the school and to Community Use of Schools as quickly as possible.

Monitoring Use

The District reserves the right to send one (1) or more representatives to attend any meeting or activity held on public school property, and the right to interpret these policies and its schools.

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.04 Proposed Policy TBN42 - Student Transfer (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Proposed Policy TBN42 - Student Transfer

Public Content

Based on the Policy Committee's request, made at the August 21, 2023 PCM, a new in-district student transfer policy is being proposed.

This amended policy was up for 1st read at the December 12, 2023 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Policy TNB42 Student Transfer - uploaded for May 14, 2024 RBM.pdf \(79 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	October 17, 2023 PCM
Title	STUDENT TRANSFER (In-District) (New Policy)
Code	TBN42
Status	Committee Review
Last Reviewed	October 12, 2023

TNB42 - STUDENT TRANSFER (IN-DISTRICT)

The Board of Education directs that the transfer of students to schools within the District should be consistent with the best interests of students and the best use of District resources as determined by the Superintendent or designee.

District students will be allowed to transfer enrollment from the District school in which they are enrolled to another District school (in-district), upon request, as conditions allow for safe, efficient and effective learning environments. Where possible, transfers should occur at the beginning or end of the academic year, semester or quarter to limit disruptions to students' academic experiences.

The Superintendent or designee shall specify the conditions under which a transfer may be approved and a student enrolled in a requested school, based on enrollment capacity or size restrictions in a specific program, grade, course, class or building consistent with [Policy 5120](#), [Policy 5005](#) and [Policy 5005.01](#). When requesting to transfer to an application or selective admissions school/program, a student must complete the application process and be accepted to the school during designated application periods.

Students are only eligible to receive transportation in accordance with [Policy 8600](#), the District's transportation policy. If a student transfers to a District school for which they are not eligible to receive transportation, the parent/guardian will be responsible for transporting their student to and from school. The ability of a student to arrive on time to school and be picked up from school is an important consideration when seeking an in-district transfer.

The District shall establish guidelines governing administrative transfers in cases where a student may need to transfer for behavior, discipline, academic, attendance or other reasons which may afford each student the greatest likelihood of reaching their potential.

In accordance with [Policy 2460](#), eligible exceptional students with disabilities may be transferred to a school with an educational program that meets their individual needs.

All high school transfer students may be subject to an athletic ineligibility period per Michigan High School Athletic Association (MHSAA) policy.

Cross References	po5005 - ENROLLMENT IN DISTRICT SCHOOLS (PRIORITIZATION OF RESIDENT STUDENTS, APPLICATION AND EXAMINATION SCHOOLS) po5005.01 - STUDENT ENROLLMENT po5120 - ASSIGNMENT WITHIN DISTRICT po2460 - EXCEPTIONAL STUDENT EDUCATION po8600 - TRANSPORTATION
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**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.05 Amendment to Policy 7540.03 - Student Technology Acceptable Use and Safety (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Amendment to Policy 7540.03 - Student Technology Acceptable Use and Safety

Public Content

This policy has been edited to: (i) revise the existing language regarding the use of artificial intelligence (AI) and natural language processing (NLP) by listing out the full terms and not only the acronyms of AI and NLP; and (iii) add a cross reference to Policy 5600 - Student Code of Conduct.

This amended policy was up for 1st read at the April 9, 2024 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Policy 7540.03 Student Technology Acceptable Use and Safety Edit Uploaded for May 14 2024 RBM.pdf \(176 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	January 29, 2024 - Policy Committee Meeting
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Committee Review
Adopted	January 15, 2019
Last Revised	December 7, 2023

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The District provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The District provides students with access to the Internet for educational purposes only and utilizes online educational services/applications to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the District imposes reasonable restrictions on its use consistent with its stated educational purpose.

The District regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see [Policy 5136](#)).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the District may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the District uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the District implements technology protection measures to protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The District also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material deemed as obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials prohibited under the CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors or any individual.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will take reasonable action to monitor the online activities of students while they are at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to use for all school-related electronic communications, including those to staff members, peers, individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The District does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with the District's approved Social Media Policy and their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. A student's unauthorized use of **Artificial Intelligence/Natural Language Processing, (AI/NLP)** tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Revised 12/14/21

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Legal

[P.L. 106-554, Children's Internet Protection Act of 2000](#)

[P.L. 110-385, Title II, Protecting Children in the 21st Century Act](#)

[18 U.S.C. 1460](#)

[18 U.S.C. 2246](#)

[18 U.S.C. 2256](#)

[20 U.S.C. 6777](#)

[20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended \(2003\).](#)

[U.S.C. 9134 \(2003\).](#)

[47 U.S.C. 254\(h\), \(1\), Communications Act of 1934, as amended \(2003\).](#)

[47 C.F.R. 54.500 – 54.523](#)

[Student Code of Conduct](#)

Cross References

[po5600 - STUDENT CONDUCT AND DISCIPLINE](#)

[po5136 - PERSONAL COMMUNICATIONS DEVICES](#)

[po7540.06 - DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT](#)

[po7544 - USE OF SOCIAL MEDIA](#)

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.06 Technical Correction to Policy 8305 - Information Security (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Technical Correction to Policy 8305 - Information Security

Public Content

Policy has been edited to: (i) address a scrivener's error and correct same by including a "technical" correction; (ii) adds reference to definition of the term "District Information and Technology Resources"; and (iii) adds a cross reference to Policy 0100 - Definitions.

This amended policy was up for 1st read at the April 9, 2024 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.



[Technical Correction to Policy 8305 - Information Security uploaded for May 14, 2024 RBM.pdf \(157 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	January 29, 2024 - Policy Committee Meeting
Title	INFORMATION SECURITY (TECHNICAL CORRECTION)
Code	po8305
Status	Committee Review
Adopted	January 15, 2019
Last Revised	December 7, 2023

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 offsite with a Third Party provider.

Data/**I**nformation collected by the District shall be classified as Confidential, Controlled, or Published. Data/**I**nformation will be considered Controlled until identified otherwise.

Protecting District Information & Technology 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.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees granted access to data/information retained by the District are required to certify their compliance with the established information security protocols pertaining to District data/information annually. Further, all individuals granted access to Confidential Data/Information retained by the District must certify their compliance with the information security protocols pertaining to Confidential Data/Information annually.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to District-owned or managed data/information must maintain the security of the data/information and the District Information & Technology Resources on which it is stored.

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 Information Technology Department.

The Superintendent and designee shall develop administrative guidelines to 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 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.

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 District policies governing access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such 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. 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. Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

The Superintendent or designee shall conduct an annual assessment of risk related to the access to and security of the data/information collected and retained by the District.

Revised 12/14/21

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Cross References

po0100 - DEFINITIONS

**Agenda Item Details**

Meeting	May 14, 2024 - Regular Board Meeting
Category	15. Policies
Subject	15.07 Approval of Policy TBN 43- Public Safety (Proposed New Policy) (Second Read)
Access	Public
Type	Action
Recommended Action	Second Read of Approval of Policy TBN 43- Public Safety (Proposed New Policy)

Public Content

This (new) policy is being proposed for review, consideration and adoption. It will codify in District policy the District's public safety operations. Currently, such operations are only codified in state law. Further, this policy will serve as the internal or institutional vehicle to support implementation of standard operating procedures ("SOPs") for officers.

This amended policy was up for 1st read at the April 9, 2024 Regular Board Meeting ("RBM") and no edits were offered. This policy amendment is now being presented for a 2nd read.

 [TBN 43 - Public Safety \(New Policy\) uploaded for May 14, 2024 RBM.pdf \(126 KB\)](#)

Administrative Content**Executive Content**



Book	Policy Manual
Section	8000 Operations
Title	PUBLIC SAFETY (New Policy)
Code	TBN 43
Status	Committee Review

TBN 43 - PUBLIC SAFETY

The Detroit Public Schools Community District Department of Public Safety ("Department") promotes the success of all students by ensuring a safe and effective learning environment.

The Department shall employ law enforcement officers to protect students, staff, visitors as well as District facilities. Such officers shall have the same powers, immunities and authority granted by law to peace officers and police officers to detect crime, to enforce the criminal laws of the State of Michigan and to enforce other Michigan laws, local ordinances and District policies.

A Chief of Police will serve as the chief executive officer of the Department. The Department's Chief of Police and the chief's designee(s) shall, among other things: (i) manage the Department; and (ii) establish standard operating procedures for the conduct of the Department's law enforcement officers and other Department members.

Legal	MCL 28.581 – MCL 28.590
	MCL 380.124