

# 1000 BOARD BYLAWS

TC -1000-1

- 1001 Board Goals and Objectives
- 1005 District Authority – MCL 380.11a
- 1010 District Legal Status – MCL 380.11a; 380.601 *et. seq.*
- 1011 Mission Statement
- 1012 School District Organization Plan
- 1013 District Calendar
- 1014 Extended School Year
- 1015 Emergency Closings
- 1020 Bylaws
- 1032 Power and Duties – MCL 380.11; 380.1261
- 1040 Establishing and Maintaining District Goals and Objectives
- 1100 School District Elections
- 1115 Acceptance of Office – MCL 600.1440; 380.1102
- 1150 Board Officers
- 1152 Election of Officers and Length of Term
- 1155 Removal of a Board Officer from Office
- 1160 New Member Orientation
- 1162 Board Member Development Opportunities
- 1167 Compensation
- 1168 Reimbursement for Expenses
- 1170 Board Position Vacancies

1175	Vacancies in Office
1180	Board Advisory Committees
1185	Board – Superintendent Relations
1190	Professional Services
1191	Attorney
1200	Consultants
1250	Board Remembrances
1260	Board Recognitions
1300	Meetings
1305	Notification
1310	Mailing Notification to the Public
1320	Agenda
1330	Rules of Order
1335	Quorum
1350	Voting Method
1360	Minutes
1370	Public Participation
1400	News Coverage
1410	Closed Session
1510	Bylaw and Policy Development System
1550	Policy Adoption

1570	Review of Administrative Regulations
1575	Administration in Absence of Policy
1580	Waiver of Policies and Bylaws
1600	Board Records
1650	Board Memberships
1700	Board Member Ethics and Responsibilities
1705	Board Self – Evaluation
1800	Contracts and Board Member Disclosure Obligations

# **2000 GENERAL SCHOOL ADMINISTRATION**

TC-2000-1

2010	Goals and Objectives
2020	Administrative Organization
2030	Line and Staff Relations
2100	School Superintendent
2110	Qualifications
2120	Duties
2140	Appointment
2150	Professional Development Opportunities
2160	Consulting Activities
2210	Residency Requirements
2250	Evaluation
2270	Board – Superintendent Relations
2400	Administrative Personnel
2420	Compensation and Benefits of Superintendent
2430	Administrative Compensation
2450	Evaluation
2550	Recognition of Handbooks and Other Publications
2560	Consultants
2700	Policy Implementation
2750	Administrative Rules

2800	Records
2810	Public Review and Inspection of Records
2820	Statewide School Safety Information Policy Implementation
2850	Reports

## **3000 – FISCAL MANAGEMENT**

TC-3000-1

- 3000 Goals and Objectives
- 3100 Annual Operating Budget
- 3170 Line Item Transfer Authority
- 3180 State and Federal Funding Proposals and Applications
- 3210 Borrowing
- 3220 Investment of Funds
- 3230 Interest from Internal Accounts
- 3340 Fees, Payments and Rentals
- 3350 Gifts and Bequests
- 3400 Depository of Funds
- 3410 Bonded Employees
- 3420 Accounting and Reporting
- 3430 Annual Financial Report
- 3440 Inventories
- 3450 Audits
- 3550 Authorized Signatures
- 3560 Petty Cash Accounts
- 3570 Cash in School Building
- 3580 Payroll Procedures and Schedules
- 3605 Reimbursement of Expenses
- 3610 Purchasing Goods and Services

- 3612 Quality Control
- 3614 Cooperative Purchasing
- 3615 Requisitions and Purchases
- 3660 Bids and Quotation Requirements
- 3670 Local Purchasing
- 3730 Vendor Relations
- 3750 Payment Procedures
- 3800 Fund Raising and Student Activity Fund
- 3820 Student Activity Fund Management
- 3830 Surplus Books, Equipment and Supplies
- 3850 Surplus Land or Buildings

## **4000 BUSINESS MANAGEMENT**

TC-4000-1

- 4010 Buildings and Grounds Management
- 4015 Insurance program
- 4040 Safety
- 4050 Environmental Health and Safety – Employee Indemnification
- 4080 Emergency Closings
- 4090 Traffic and Parking Contracts
- 4110 Security
- 4120 Theft and Vandalism
- 4130 Long – Range Maintenance Program
- 4140 Records
- 4150 Equipment and Supplies Management
- 4250 Printing and Duplicating Service – Copyright
- 4300 Student Transportation Management
- 4320 School Vehicles
- 4350 Student Transportation in Private Vehicles
- 4360 Senior Citizen Transportation
- 4365 Special Use of Transportation Services
- 4370 Personal and Business Transportation Services
- 4450 Food Service Management
- 4460 Free and Reduced Lunch Pricing
- 4500 Technology
- 4510 Computer Network

4520	Filtering Software
4601	Facilities Development Goals
4620	Planning – Long Range
4630	Retirement of Facilities
4750	Naming Facilities
4770	Selection of an Architect
4780	Educational Specifications
4790	Capitalization Planning
4890	Supervision of Construction
4900	Enrollment Projections
4905	Fair Employment Clause
4910	Affidavits and Guarantees
4950	Board Inspections of New or Remodeled Facilities
4970	Public Dedication of New Facilities
4980	Dedication Plaques

## **5000 - PERSONNEL**

TC-5000-1

- 5010 Goals and Objectives
- 5020 Equal Employment Opportunity
- 5030 Non-Discrimination
- 5050 Sexual Harassment and Intimidation
- 5070 Federal Program Administration
- 5170 Recruitment
- 5175 Criminal History and Background Checks
- 5180 Staff Development Opportunities
- 5190 Staff Conduct
- 5200 Staff Complaints
- 5203 Use of District Equipment, Supplies and Materials
- 5220 Staff - Student Relations
- 5225 Private Tutorials and Music Lessons
- 5230 Conflict of Interest
- 5250 Staff - Community Relations
- 5260 Political Activities
- 5270 Solicitations
- 5280 Gifts
- 5290 Personnel Records
- 5310 Staff Health and Safety

5342	Control of Bloodborne Pathogens
5345	Staff Smoking and Tobacco Products
5350	Drug-Free Workplace
5355	Medical Examinations
5357	Family and Medical Leave
5370	Communicable Diseases - Employees
5400	Professional Staff Contracts
5420	Hiring
5430	Professional Staff Assignment and Transfer
5500	Tenure
5520	Supervision
5525	Evaluation
5530	Professional Staff Promotions
5540	Suspension and/or Dismissal of Professional Staff
5550	Separation
5560	Resignations of Professional Staff
5570	Working Conditions
5580	Staff Meetings
5640	Non - School Employment
5650	Consulting
5700	Ethics
5710	Compensation Guides and Contracts: Non-Certified Staff

5720	Positions
5730	Qualification and Duties
5740	Recruitment
5750	Part-Time and Substitute Non-Certified Staff
5760	Assignment and Transfer
5770	Non-Certified Staff Orientation
5780	Non-Certified Staff Probation
5790	Supervision
5800	Evaluation of Non-Certified Staff
5830	Suspension and Dismissal of Non-Certified Staff
5840	Resignation of Non-Certified Staff
5850	Reduction of Non-Certified Staff
5860	Working Conditions
5870	Non-School Employment

## **6000 - NEGOTIATIONS**

TC-6000-1

- 6005 Recognition of Bargaining Units
- 6010 Goals and Objectives
- 6020 Scope of Negotiations
- 6030 Board Negotiating Agents
- 6040 Superintendent's Role in Negotiations
- 6050 Privileges and Obligations of Staff Negotiating Organizations
- 6060 Bargaining Meeting Procedures
- 6070 Contract Ratifications
- 6080 Impasse Procedures
- 6090 Staff Job Action

# **7000 - INSTRUCTIONAL PROGRAM**

TC-7000-1

7025	Philosophy
7050	Curriculum Development
7055	Gender Equity
7060	Curriculum Guides and Course Outlines
7110	Basic Programs
7115	Summer Schools
7120	Curriculum Alignment
7140	Dropout Prevention Programs
7150	Alternative School Programs
7155	Compensatory Education
7160	Special Programs
7165	Driver Training
7190	At-Risk Students
7210	Interscholastic Athletics
7250	Adult Education Program
7270	Instructional Arrangements
7280	Grouping for Instruction
7350	Selection of Learning Resources
7380	Instructional Program Prohibitions
7400	Instructional Materials and Media Centers
7410	Challenged Educational Materials

7420	Inspection by Parents or Guardians of Instructional Material
7430	School Libraries
7440	Resource Speakers
7450	Field Trips and Excursions
7463	Use of Commercially Produced Video Recordings
7475	Computer Assisted Instruction
7480	Electronic Information Acceptable Use Policy
7500	Guidance Program
7560	Grading System
7570	Comprehensive Evaluations
7580	Homework
7585	Class Rankings
7590	Honor Rolls
7600	Promotion and Retention
7610	Make-Up Opportunities
7615	Acceleration
7630	Graduation Requirements
7635	Credit for Home School
7640	Transfer of Credit
7645	Alternate Physical Education
7650	Testing Program
7660	Evaluation of Instructional Programs

7670	Teaching Methods	TC-7000-3
7760	Controversial Issues	
7770	Teaching About Religion	
7800	School Ceremonies and Observances	
7810	Assemblies	
7820	Lesson Plans	
7880	Flag Displays	
7900	School Improvement	
7910	Animals and Plants in the School	
7950	Schools of Choice	

## **8000 - STUDENTS**

TC-8000-1

8010	Equal Educational Opportunity
8015	Sexual Harassment and Intimidation
8020	Attendance
8030	Tardies
8040	School Admissions
8042	Resident Students Attending Other Districts
8050	Absences and Excuses
8055	Changing Student Letter Grades
8060	Truancy
8070	Released Time for Religious Instruction
8080	Re-admissions
8090	Release of a Student During the School Day
8095	Custodial and Non-Custodial Parent Rights and Responsibilities
8100	Student Rights and Responsibilities
8130	Searches of Motorized Vehicles, Lockers, and Students
8140	Interrogation and Investigations Conducted in School
8180	Violence
8185	Terroristic Threats/Acts
8190	Weapon Free School Zone
8195	Conduct
8200	Drug-Free Schools

8210	Drug, Alcohol and Tobacco Use
8240	Student Appearance
8250	Demonstrations and Strikes
8300	Student Discipline
8325	Assaults Committed by Students
8350	Student Suspension and Expulsion
8360	Snap Suspensions by Teachers
8400	Guidance Program
8410	Academic Achievement
8420	Student Conferences
8425	Parent Conferences
8430	Promotion and Retention
8440	Graduation
8450	Early Graduation
8460	Student Insurance Program
8480	Student Health Services
8490	Immunization of Students and Vision Testing
8510	Communicable Diseases - Students and Staff
8520	Student Assistance Program
8530	Student Psychological Services
8580	Child Abuse
8590	Student Safety

8600	Emergency Drills
8610	Supervision of Students
8620	Dismissal Procedures
8630	Use of Motorized Vehicles
8640	Student Accidents
8660	First Aid
8670	Administrating Medications
8680	Student Transportation
8690	Student Lunch Service
8695	Vending Machines and other Automated Play Machines
8700	Student Activities
8720	Student Organizations
8730	Student Publications
8740	Student Photographs
8750	Student Volunteers
8760	Employment of Students
8770	Solicitations
8780	Gifts
8790	Contests for Students
8800	Awards and Scholarships
8810	Student Use of Buildings - Equal Access
8860	Homebound Instruction

8870	Exceptional Students
8880	Physically Handicapped Students
8890	Pregnant Students
8895	Married Students
8920	Foreign Exchange Students
8930	Gifted Students
8940	Student Records
8990	Student Fees, Fines, Charges and Deposits

# **9000 - GENERAL PUBLIC ORGANIZATIONAL RELATIONS**

TC-9000-1

- 9100 Public Information Program
- 9105 Hazardous Materials or Conditions
- 9110 News Media Relations
- 9115 Information Campaigns
- 9120 Board - Community Relations
- 9130 Staff - Community Relations
- 9170 Solicitations
- 9180 Interviews with Students
- 9230 School Volunteers
- 9250 Use of District Facilities
- 9260 Equipment
- 9280 Services
- 9290 Crowd Control at School Sponsored Activities
- 9300 Tobacco Products On/In School Premises
- 9350 Public Gifts
- 9370 Free Materials Distribution in Schools
- 9400 Visitors to the School
- 9410 Parental Visitation of Classrooms
- 9450 Complaints
- 9470 Loitering

- 9560 Relations with Law Enforcement and Investigating Authorities
- 9580 Relations with Political Organizations
- 9670 Relations with Federal Government Authorities
- 9710 Relations with Parent Organizations
- 9720 Parent and School Partnerships
- 9730 Relationships with Booster Organizations
- 9740 Relationships with Youth Organizations
- 9800 High School Diplomas to World War II Veterans
- 9840 Student Teaching and Internships
- 9850 Early Graduation
- 9855 Dual Enrollment and Credit
- 9870 Educational Accreditation Agency Relations