

SPECIAL RELEASE - Prohibition of Referral or Assistance – OCTOBER 2019

Publication of this Special Release is in response to recent legislative action which included an amendment to State School Aid Act Section 166 (MCL 388.1766), with immediate effect. As amended, Section 166 requires school boards to adopt and implement a policy that prohibits school officials, board members, and school employees from referring a student for an abortion or assisting a student in obtaining an abortion. Parents/legal guardians of such a student are not subject to this policy.

Failure to adopt such a policy is no longer subject to a \$100,000 forfeiture of state aid, but rather, a violation of Section 166 will be enforced through a complaint procedure, which could result in a 1% forfeiture of state aid, if the violation is substantiated by MDE. As amended, Section 166 no longer includes "other persons" in the prohibition, nor does it impose a fine against an employee who violates the policy.

These revised policies and administrative guideline reflect the current state of the law and should be adopted in order to maintain accurate policies and guidelines.

The following documents are included in this Special Release:

- Policy 2410 - Prohibition of Referral or Assistance (Revised)**
- Policy 2414 - Reproductive Health and Family Planning (Revised)**
- Policy 2418 - Sex Education (Revised)**

SPECIAL RELEASE - Tobacco-Free – SEPTEMBER 2019

Publication of this Special Release is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS) Tobacco Section Mission, Vision and Plan initiative. A number of the options provided in the policies have been adapted from the 100% Tobacco-Free Schools Model Policy.

This Special Release includes:

- Policy 1615 - Use of Tobacco by Administrators (New)**
- Policy 3215 - Use of Tobacco by Professional Staff (Revised)**
- Policy 4215 - Use of Tobacco by Support Staff (Revised)**
- Policy 5512 - Use of Tobacco by Students (Revised)**
- Policy 7434 - Use of Tobacco on School Premises (Revised)**

VOLUME 34 NUMBER 1 – SEPTEMBER 2019**Policy 1420 - School Administrator Evaluation (Revised)**

Revisions to this policy (and Policy 3220) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

These revisions reflect current law and should be adopted in order to maintain accurate policies.

Policy 2265 - Child Care Center Staff and Volunteers (New)

This new policy is provided to comply with a change to the Child Care Organizations Act requiring more intensive background checks for anyone who works in a qualifying program, including volunteers if they have

unsupervised contact with kids. The Act requires districts to have a policy regarding volunteer supervision. Although a policy is not required on background checks, the district is required to do them. **This new policy reflects current law and should be adopted in order to maintain accurate policies.**

Policy 2450 - Community and Adult Education (Revised)

The addition to this policy is provided for districts that offer adult education/job training programs that are eligible for tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools. The recently enacted Veterans Benefits and Transition Act of 2018 requires Michigan's State Approving Agency (SAA) to disapprove all courses at educational institutions that have a policy inconsistent with the following criteria for recipients of Chapter 31 and Chapter 33 of the G.I. Bill. **This revision reflects the current Federal law and should be adopted if the district provides such adult education/job training programs.**

Policy 2628 - State Aid Incentives (Revised)

The revision to this policy reflects the current "At-Risk" characteristics specified in Section 31a(20) of the Michigan School Aid Act. **This revision reflects the current state of the law and should be adopted to maintain accurate policies.**

Policy 3210 - Staff Ethics (Revised)

This policy has been revised to include the provisions of the recently approved (May 2019) Michigan Code of Educational Ethics (Code). The Code is adapted from the Model Code of Ethics for Educators (MCEE), adopted by the National Association of State Directors of Teacher Education and Certification Board of Directors. **Revisions to this policy are recommended for adoption.**

Policy 3220 - Professional Staff Evaluation (Revised)

Revisions to this policy (and Policy 1420) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters. **These revisions reflect current law and should be adopted in order to maintain accurate policies.**

Policy 5230 - Late Arrival and Early Dismissal (Revised)

This revision provides an option for the District to require photo **identification when releasing a student to a non-parent/guardian.** This option is recommended, but not required.

Policy 5330.02 - Opioid Antagonists (Revised)

This policy has been revised to reflect the changes of Public Act 38 and Public Act 39 resulting in the creation of the new Administration of Opioid Antagonist Act (AOAA). The Act is effective as of September 24, 2019. **These revisions reflect the current state of the law and should be adopted to maintain accurate policies.**

Policy 6800 - System of Accounting (Revised)

This policy has been revised to reflect the reporting requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84) regarding student and school-related activity funds. **This revision reflects the requirements in the Michigan Public Schools Accounting Manual and should be adopted.**

Policy 7300 - Disposition of Real Property (Revised)

This policy has been revised to specifically list certain options that are available to districts regarding disposition of real property. **Revisions to this policy are recommended, although not required.**

Policy 7440.03 - Small Unmanned Aircraft Systems (New)

Neola first issued guidance on drones in August 2015, providing a sample resolution for districts to prohibit the operation of small unmanned aircraft systems on school property, to be in compliance with MHSAA bylaws. Such aircraft systems are regulated by the Federal Aviation Administration (FAA), with rulemaking by that agency in the early stages at that time. However, rulemaking has become somewhat settled with the issuance of SMALL UNMANNED AIRCRAFT RULE (PART 107). This new policy and administrative guideline reflect the provisions of that rule (Part 107) and the prohibition advanced by the MHSAA.

This policy and guideline are recommended.

Policy 8400 - School Safety Information (Reissued)

This policy and corresponding AG are being reissued as a part of this update. When revised in January 2015, the optional language was offered dealing with Threat Assessment procedures and considerations. Very few clients selected the Threat Assessment language at that time. However, given the current focus on such precautions, the template is being reissued (with no further revision) for consideration.

This policy and guideline are recommended.

Policy 8462 - Student Abuse and Neglect (Revised)

This policy has been revised to include all "mandatory reporters" as specified by Michigan statute. Given recent additions to the list of individuals required to report suspicion of child abuse, the term "professional staff" was not sufficiently inclusive. **The revised policy reflects the current state of law and should be adopted to maintain accurate policies.**

Book	Policy Manual
Section	Special Update - October 2019
Title	Special Update - October 2019 Revised PROHIBITION OF REFERRAL OR ASSISTANCE
Code	1Rpo2410
Status	
Adopted	May 17, 2018

2410 - PROHIBITION OF REFERRAL OR ASSISTANCE

~~In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

~~Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy 1439, Policy 3139, and Policy 4139 or the current negotiated agreement, if applicable.~~

~~Using due process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.~~

~~If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation.~~

~~The District shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.~~

In accordance with Michigan statute, any school official, member of the Board of Education, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Any school official, member of the Board, or employee of the Board who violates this policy is subject to disciplinary action.

Any alleged violation of this policy shall be reported to the Superintendent, who shall follow the procedures set out in Policy 1439, Policy 3139, Policy 4139 or the current negotiated bargaining agreement, whichever is applicable, to investigate the allegation. If the allegation relates to a school official, member of the Board, or employee of the Board to whom Policy 1439, Policy 3139, Policy 4139 or a current negotiated bargaining agreement does not apply, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the person with reasonable notice and the opportunity to respond. All disciplinary measures available under Board Policy 1439, Policy 3139 or Policy 4139 may be utilized, as appropriate, if the Superintendent determines that a violation of this policy occurred.

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Legal M.C.L. 388.1766

Book	Policy Manual
Section	Special Update - October 2019
Title	Special Update - October 2019 Revised REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	1Rpo2414
Status	
Adopted	March 17, 2003

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or the legal guardian of the student involved is prohibited from referring a student for an abortion. ~~Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Book	Policy Manual
Section	Special Update - October 2019
Title	Special Update - October 2019 Revised SEX EDUCATION
Code	1Rpo2418
Status	

2418 - **SEX EDUCATION**

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least (one-half) 1/2 of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. ~~Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.~~

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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M.C.L 380.1507. 380.1169. 388.1766

Book Policy Manual
 Section Vol. 34, No. 1 - September 2019 (TOBACCO POLICIES)
 Title Vol. 34, No. 1 - September 2019 Tobacco Policies New USE OF TOBACCO BY ADMINISTRATORS
 Code 1Rpo1615
 Status

1615 - USE OF TOBACCO BY ADMINISTRATORS

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ~~() or possession [END OF OPTION]~~ of a tobacco product by administrators in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times

(twenty-four (24) hours a day, seven (7) days a week)

within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

school grounds,

athletic facilities, and

any school-related event, ~~and~~

~~() on or off Board premises~~

~~() with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours.~~

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. the inhaling or chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in school vehicles, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal M.C.L. 333.12601 et seq.
M.C.L. 750.473

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019 (TOBACCO POLICIES)
Title	Vol. 34, No. 1 - September 2019 Tobacco Policies Revised USE OF TOBACCO BY PROFESSIONAL STAFF
Code	1Rpo3215
Status	
Adopted	March 17, 2003
Last Revised	December 5, 2011

3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ~~(-)~~ ~~or possession [END OF OPTION]~~ of tobacco product by professional staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times

~~(-) (twenty-four (24) hours a day, seven (7) days a week)~~

within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

~~(x-) school grounds,~~

~~(x-) athletic facilities, and~~

~~(x-) any school-related event, and~~

~~on or off Board premises)(~~

~~(-) with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours.~~

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. the inhaling or chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. ~~(x-)~~ the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

~~(x-)~~ The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

~~(x-)~~ Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in school vehicles, in all school-sponsored publications, and at all school-sponsored events.

~~[x-]~~ Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. ~~[x-]~~ Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal M.C.L. 333.12601 et seq.
M.C.L. 750.473

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019 (TOBACCO POLICIES)
Title	Vol. 34, No. 1 - September 2019 Tobacco Policies Revised USE OF TOBACCO BY SUPPORT STAFF
Code	1Rp04215
Status	
Adopted	March 17, 2003

4215 - **USE OF TOBACCO BY SUPPORT STAFF**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use ~~(-)~~ or possession of tobacco product by support staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event at all times

~~(x-)~~ (twenty-four (24) hours a day, seven (7) days a week)

within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to

~~(x-)~~ school grounds,

~~(x-)~~ athletic facilities, and

~~(x-)~~ any school-related event, and

~~on or off Board premises) (-~~

~~(-) with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours.~~

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. the inhaling or chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. ~~(x-)~~ the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

~~[x-]~~ The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Superintendent shall require the posting of signs as required.

~~[x-]~~ Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in school vehicles, in all school-sponsored publications, and at all school-sponsored events.

~~[x-]~~ Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board. ~~[x-]~~ Employees subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal M.C.L. 333.12601 et seq.
M.C.L. 750.473

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019 (TOBACCO POLICIES)
Title	Vol. 34, No. 1 - September 2019 Tobacco Policies Revised USE OF TOBACCO BY STUDENTS
Code	1Rpo5512
Status	
Adopted	January 10, 2011
Last Revised	December 5, 2011

5512 - **USE OF TOBACCO BY STUDENTS**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. the inhaling or chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. ~~(x-)~~ the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

~~[x-] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

~~In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times~~

~~(x-)(twenty-four (24) hours a day, seven (7) days a week)~~

~~on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.~~

~~[x-] This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:~~

~~(x-) school grounds,~~

~~(x-) athletic facilities, and~~

~~(x-) any school-related event, and~~

~~on or off Board premises.)(~~

~~[x-] Advertising/Promotion~~

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in school vehicles, in all school-sponsored publications, and at all school-sponsored events.

~~[x-]~~ Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

[x-] Notification

"No Tobacco" signs will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

~~District vehicles will display the international "No Smoking" insignia. []~~

~~[] Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.~~

~~[] School programs will include a written reminder of the tobacco free policy.~~

~~[] Educational Programming~~

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. ~~[x-]~~ Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal M.C.L. 333.12601 et seq.
M.C.L. 750.473

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019 (TOBACCO POLICIES)
Title	Vol. 34, No. 1 - September 2019 Tobacco Policies Revised USE OF TOBACCO ON SCHOOL PREMISES
Code	1Rpo7434
Status	
Adopted	March 17, 2003
Last Revised	December 5, 2011

7434 - **USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;

B. "use of a tobacco product" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. the inhaling or chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth;
4. ~~(x-)~~ the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

~~[x-] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

~~In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times~~

~~(x-) (twenty-four hours a day, seven days a week)~~

~~within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:~~

~~(x-) school grounds,~~

~~(x-) athletic facilities,~~

~~(x-) any school-related event,~~

~~on or off Board premises)(-~~

~~(-) except at designated times, and~~

~~(-) in designated areas as defined in statute.~~

~~[] Tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours.~~

~~[] Tobacco may be used at nondistrict special events held during nonschool hours with no students present and with the permission of the Superintendent. The special events supervisor shall submit a written request and justification to permit smoking at the event. The Superintendent may deny permission.~~

~~[x-]~~ Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.

~~[x-]~~ Tobacco companies/products may not sponsor any school activity or project.

~~[x-]~~ Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150 – School Visitors.

~~[]~~ The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

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Legal
M.C.L. 333.12601 et seq.
M.C.L. 380.1170
M.C.L. 750.473
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
MDE Board Policy on 24/7 Tobacco-Free Schools

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised SCHOOL ADMINISTRATOR EVALUATION
Code	1Rpo1420
Status	
Adopted	January 10, 2011
Last Revised	June 6, 2016

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.
- C. Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. ~~For the 2018-2019 school year~~ ~~2015—2016, 2016—2017 and 2017—2018 school years twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data.~~ Beginning with the ~~2018—~~2019-~~2020~~ school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

For building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central-office-level administrator, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
 3. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
 4. ~~() Whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures.~~
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.
 4. Student, parent and teacher feedback and other information considered pertinent by the Board.
- F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the

District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

- G. ~~Beginning with the 2016—2017 school year,~~ The District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. ~~Beginning with the 2016—2017 school year~~ The District shall also:
1. ~~The District shall p~~ Provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided a District or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.
 2. ~~The District shall e~~ Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

~~[NOTE: Only select if there is a relevant CBA.]~~

~~[] The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.~~

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

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Legal

M.C.L. 380.1249, 1249b

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No.1 - September 2019 Revised PROFESSIONAL STAFF EVALUATION
Code	1Rpo3220
Status	
Adopted	March 17, 2003
Last Revised	June 6, 2016

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

~~Commencing with the 2015-16 school year, the year-end evaluation of student growth shall be~~ based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective, which take into account student growth and assessment data. ~~For the 2015-2016, 2016-2017 and 2017-2018 school years 2018-2019 school year twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data.~~ Beginning with the ~~2018-2019~~2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

~~Evaluations must also comply with~~ ~~For these purposes, student growth shall be measured by~~ the following:

- ~~Beginning with the 2016-2017 school year, t~~he portion of a teacher's annual year-end evaluation that is not based on student growth and assessment data shall be based primarily on a teacher's performance as measured by the District as described below.
- ~~Beginning with the 2018-2019 school year, f~~or core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
- The portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.)
- If there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.

- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

- the effectiveness of employees, so that they are given ample opportunities for improvement
- promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development

3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures
- E. provides a mid-year progress report for every ~~(-) certificated [END OF OPTION]~~ teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the most recent annual year-end evaluation

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
 2. be aligned with the teacher's individualized development plan;
 3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.
- F. includes classroom observations in accordance with the following:
1. must include review of the lesson plan, State curriculum standards being taught and student engagement in the lesson
 2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
 3. observations need not be for an entire class period
 4. ~~beginning with the 2016—2017 school year,~~ at least one (1) observation must be unscheduled;
 5. ~~beginning with the 2016—2017 school year,~~ the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;
- Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.
6. ~~beginning with the 2016—2017 school year,~~ the district shall ensure that, within thirty (30) days after each observation, the teacher is provided with feedback from the observation.
- G. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of 2016—2017 school year,~~ **[must select one (1) option below]**

the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE").

~~the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below.~~

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

- H. ~~Beginning with the 2016—2017 school year,~~ The District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.

6. A description of the plan for providing evaluators and observers with training.

I. ~~The District shall also~~ ~~Beginning with the 2016—2017 school year:~~

1. ~~The District will p~~Provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.
2. ~~The District will e~~Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

If a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on his/her review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

~~Beginning with the 2018—2019 school year, t~~he District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

{OPTION}

~~[] The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.~~

{END OF OPTION}

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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Legal

M.C.L. 380.1249 (as amended)

Book Policy Manual
 Section Vol. 34, No. 1 - September 2019
 Title Vol. 34, No. 1 - September 2019 Revised COMMUNITY AND ADULT EDUCATION
 Code 1Rpo2450
 Status
 Adopted March 17, 2003

2450 - COMMUNITY AND ADULT EDUCATION

The Board of Education believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

~~With regard to community education, the Board shall provide programs~~

~~() in the evening~~

~~() and day~~

~~for the purpose of meeting the~~

~~() avocational,~~

~~() recreational,~~

~~() cultural~~

~~interests of the community.~~

~~() as well as the vocational/technical training and retraining needs of local workers.~~

~~[] With regard to adult education, the Board also shall provide a~~

~~() basic~~

~~() high school~~

~~continuation program for anyone over the age of sixteen (16) who is not attending high school~~

~~() in the schools of this District~~

~~as an opportunity to complete the requirements for a high school diploma.~~

~~[] Veterans Benefits and Transition Act~~

~~The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.~~

~~The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.~~

~~[] The Board shall also maintain an Americanization program of instruction for the benefit of foreign born residents of the District.~~

The Superintendent shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

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Legal A.C. Rule 388.281 et seq.

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised STAFF ETHICS
Code	1Rpo3210
Status	
Adopted	March 17, 2003
Last Revised	August 2, 2004

3210 - STAFF ETHICS

An effective educational program requires the services of ~~individuals~~ ~~men and women~~ of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. **Responsibility to the Profession**

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. **Responsibility to Professional Competence**

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research and assessment;
3. act in the best interest of all students;

C. **Responsibility to Students**

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. **Responsibility to the School Community**

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. ~~the problematic nature of dual or multiple relationships understand;~~

E. **Responsible and Ethical Use of Technology**

1. use technology in a responsible manner;
2. ensure student safety and well-being when using technology;

3. maintain confidentiality in the use of technology;
4. promote the appropriate use of technology in educational settings;

- F. ~~(x-)~~ recognize basic dignities of all individuals with whom they interact in the performance of duties;
- G. ~~(x-)~~ represent accurately their qualifications;
- H. ~~(x-)~~ exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- I. ~~(x-)~~ seek and apply the knowledge and skills appropriate to assigned responsibilities;
- J. ~~(x-)~~ keep in confidence legally-confidential information ~~as they may secure;~~
- K. ~~(x-)~~ ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- L. ~~(x-)~~ avoid accepting anything of value offered by another for the purpose of influencing judgment;
- M. ~~(m-)~~ refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen. ~~in no way limit constitutionally or legally protected rights as a citizen.~~

In keeping with the ethical responsibilities of the professional staff, the Board of Education prohibits staff from engaging in a ~~requires that staff not engage in any~~ romantic or sexual relationship of any kind with students of this District, regardless of the ~~ir~~ student's age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal Michigan Code of Educational Ethics
M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Book Policy Manual
 Section Vol. 34, No. 1 - September 2019
 Title Vol. 34, No. 1 - September 2019 New CHILD CARE CENTER STAFF AND VOLUNTEERS
 Code 1Rpo2265
 Status

2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS

Background Checks

All staff members employed by the District whose job responsibilities include working with children in the District's

~~[DRAFTING NOTE: YOU MUST SELECT ALL CATEGORIES THAT ARE PROVIDED IN YOUR DISTRICT THAT ARE COVERED BY THE CHILD CARE ORGANIZATIONS ACT]~~

- pre-school programs,
- before or after school programs,
- early childhood development programs,
- child or day care center,
- drop-in program., and/or

and all other persons 18 years or older who provide unsupervised care or have unsupervised access to the children in the program(s) ~~[OPTION]~~ , including volunteers, ~~[END OF OPTION]~~ must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

~~[DRAFTING NOTE: SELECT THE ABOVE OPTION ONLY IF YOU DO NOT SELECT THE OPTION BELOW PROHIBITING VOLUNTEERS FROM UNSUPERVISED ACCESS.]~~

~~[OPTION] []~~ Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). ~~[END OF OPTION]~~

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

Supervision of Volunteers

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles ~~[OPTION]~~ including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). ~~[END OF OPTION]~~

~~[DRAFTING NOTE: SELECT THIS OPTION IF YOU SELECTED THE OPTION ABOVE.]~~

District staff members must report any issues or concerns of any nature relating to volunteers to the ~~[PICK ONE]~~ building principal Superintendent Executive Director of Human Resources ~~[END OF OPTIONS]~~ at the first available opportunity. The ~~Executive Director of Human Resources~~ ~~[insert selection from preceding sentence]~~ will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal M.C.L. 722.111, et seq.

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised STATE AID INCENTIVES
Code	1Rpo2628
Status	
Adopted	March 17, 2003
Last Revised	April 22, 2019

2628 - STATE AID INCENTIVES

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

[x-] At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and student support services who meet the at-risk identification characteristics specified in Section 31a(20).

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately-preceding three (3) years~~a student in a priority or priority successor school~~; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to students. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

[END OF OPTION]

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Legal	State School-Aid Act
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Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised LATE ARRIVAL AND EARLY DISMISSAL
Code	1Rpo5230
Status	
Adopted	March 17, 2003

5230 - LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

- written
- personal

request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Presentation of photo identification is required of anyone authorized such custody. (See Form 5230 F1)

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Book Policy Manual
 Section Vol. 34, No. 1 - September 2019
 Title Vol. 34, No. 1 - September 2019 Revised OPIOID ANTAGONISTS
 Code 1Rpo5330.02
 Status
 Adopted August 27, 2018

5330.02 - OPIOID ANTAGONISTS

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel. Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.

~~[OPTIONAL LANGUAGE]~~

~~Beginning with the 2017/2018 school year, e~~Each school in the District shall have at least ~~(x-)two (2) _____~~(employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by ~~(x-)a licensed registered professional nurse.) _____~~(. Only ~~a nurse employed or contracted by the District or~~ an appropriately trained school employee or agent may possess and administer an opioid antagonist.

Each school in the District shall possess at least one (1) package of an opioid antagonist on site. The opioid antagonist may be administered by ~~a school nurse or~~ a trained school employee or agent to a student or other individual on school grounds who is believed to be having an opioid-related overdose.

~~[END OF OPTIONAL LANGUAGE]~~

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that ~~a reasonable person an individual who has received training approved by a licensed professional nurse in the administration of an opioid antagonist~~ would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

~~[SELECT ANY OR NONE OF THE FOLLOWING OPTIONS]~~

- ~~[] Any person who administers an opioid antagonist to a student shall promptly notify the~~
~~() student's parent/guardian.~~
~~() _____, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.~~
- ~~[] The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.~~
- ~~[] It shall be the responsibility of the _____ [insert person or position] to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The _____ shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.~~
- ~~[] The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PQ 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.~~

~~At least annually, the _____ will report all instances in which an opioid antagonist was administered to a student using the school's stock of opioid antagonists to the Michigan Department of Education, using the form and in the manner required by the MDE.~~

~~¹ An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.~~

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Administration of Opioid Antagonists Act

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised SYSTEM OF ACCOUNTING
Code	1Rpo6800
Status	

6800 - SYSTEM OF ACCOUNTING

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- *Assigned fund balance*—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Chief Financial Officer shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The Chief Financial Officer is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the Chief Financial Officer.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

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M.C.L. 41.422 et seq., 141.421 et seq.

A.C. Rule R340.351 et seq.

GASB #34

GASB #54

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 New SMALL UNMANNED AIRCRAFT SYSTEMS
Code	1Rpo7440.03
Status	

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

~~[]~~ **OPTION 1**

~~The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.~~

~~The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.~~

~~Any individual who violates this policy () may be () shall be referred to local law enforcement.~~

~~[END OF OPTION 1]~~

~~OR~~

OPTION 2

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

[END OF OPTIONS]

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Legal	14 C.F.R. Part 107
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Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Reissued SCHOOL SAFETY INFORMATION
Code	1Rpo8400
Status	
Adopted	March 17, 2003

8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

~~[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]~~

~~In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.~~

~~[NOTE: END OF OPTION]~~

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

The Superintendent shall convene a meeting for the purpose of conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement **agency** ~~(-) agencies. The following may also be invited to participate in the meeting:~~

- A. ~~(-) Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;~~
- B. ~~(-) representative from the Intermediate School District (ISD);~~
- C. ~~(-) representative(s) from the local child protection agency;~~
- D. ~~(-) building administrators;~~
- E. ~~(-) teachers;~~
- F. ~~(-) parents;~~
- G. ~~(-) students (-) in grades ____ through ____;~~
- H. ~~(-) Fire Marshal or his/her designee;~~
- I. ~~(-) representative(s) from emergency medical services;~~
- J. ~~(-) representative(s) from county emergency management service agency;~~

- K. ~~()~~ ~~School Resource Officer~~;
- L. ~~()~~ ~~representatives from other school districts within _____ [county/ISD]~~;
- M. ~~()~~ _____ ~~[other]~~;

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the Superintendent _____ as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for the Superintendent _____ shall be provided to the Michigan State Police in the manner and frequency required by law. **[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.]**

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent principal or assistant principal(s) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for*

Preventing Targeted School Violence. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis and ~~_____ [insert level of frequency] _____ and [END OF OPTIONS]~~ when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

~~[END OF OPTION]~~

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

~~convene a meeting of the building administrator, representative(s) of the local law enforcement agency agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.~~

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

~~convene a meeting of the building administrator, representative(s) of the local law enforcement () agency () agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.~~

~~If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.~~

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents or guardians of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Vol. 34, No. 1 - September 2019 Revised STUDENT ABUSE AND NEGLECT
Code	1Rpo8462
Status	
Adopted	March 17, 2003

8462 - **STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter

or appropriate administrator in the presence of the staff member

shall immediately call the local office of the Family Independence Agency.

and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to

~~() the principal~~

his/her supervisor

who shall, in turn, immediately notify the Family Independence Agency.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

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Legal	M.C.L. 722.621 et seq.
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