

OVID-ELSIE AREA SCHOOLS

HOME AND SCHOOL CONNECTIONS



Ovid-Elsie Area Schools fosters a caring educational community that prepares all students for a global society.

FROM THE SUPERINTENDENT

Welcome to the 2019-20 school year! I am entering my 20th year here at Ovid-Elsie Area Schools and I couldn't be more excited! Ovid-Elsie is an amazing place to live, work and go to school.

School will officially begin on Wednesday, August 21, 2019 for all students! Please note that Friday will be an Early Release Day so plan accordingly. (There is a full school calendar below.) Remember, childcare is available through MLKZ at Leonard Elementary. Also, please be patient with bussing the first few days as we work out any kinks.

There have been a lot of amazing things taking place at our schools over the summer. I'd like to take this opportunity to thank the community for the recent passing of our bond extension. Those dollars will allow the District to do many outstanding upgrades in several areas of our school in order to keep Ovid-Elsie the top notch district we have come to expect. Also, thank you to our maintenance crew and technology staff for getting everything ready-to-go over the summer months. Our buildings look amazing!

Each summer, staffing changes happen with retirements or internal movement. First, we'd like to welcome back Mrs. Linda Snelling who spent last year serving our country through the National Guard in Africa! At Leonard Elementary School, we'd like to welcome Kaitlyn Welsh to the team as she moves from E.E. Knight Elementary. Kaitlyn will be helping with our special needs students at Leonard. We'd also like to welcome Mrs. Lynn Eichenberg to the Leonard staff (2nd grade) and finally, Mrs. Parsons will also serve as the Special Education Director for the District. At E.E. Knight, we'd like to welcome Mrs. Alicia Ormsbee as the new principal. Mrs. Ormsbee is joining us after several years as a principal in Arizona. Also new to the E.E. Knight staff is Michelle McDowell (Special Education) and Hannah Kolito (Special Education). We'd also like to welcome Mrs. Cadi Drayton to the E.E. Knight staff as she will

become the new Reading Interventionist. At the Middle School, Mr. Brian Powell is taking the reins as the Middle School Principal. Mr. Barton will continue with Ovid-Elsie as the Director of Special Services and Alternative High School Principal. At the High School, we welcome Alanah Rau to the Special Education department along with Alisha Clavelli who will be teaching English and Language Arts. A couple other changes involve Mr. Perdue moving over to our Alternative High School to teach math and science while Mrs. Julie Denton will be assisting our special needs students at E.E. Knight Elementary School.

As the school year draws closer, it is imperative that you review PowerSchool to make sure all of your directory information is up-to-date. PowerSchool is our student information system where we pull all of our demographic data, etc. It is our main method of communication – so if you want to make sure you get those snow day calls – please make sure it is accurate!

Please continue to read the Home-School Connections newsletter found at www.ovidelsie.org, there is a lot of great information there. Again, welcome back to the new school year – it is going to be a great year!

Thank you and as always, Go Marauders!

Sincerely,

Dr. Ryan L. Cunningham, Superintendent, Ovid-Elsie Area Schools

2019-2020 SCHOOL CALENDAR

Monday, August 19, 2019	First Day for Staff & All Open Houses
Tuesday, August 20, 2019	Second Day for
Wednesday, August 21, 2019	First Day for Students
Friday, August 23, 2019	Early Release Day (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Friday, August 30, 2019 - Monday, September 2, 2019	Labor Day Recess
Tuesday, September 3, 2019	School Resumes
Friday, September 6, 2019	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Friday, October 4, 2019	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)

Thursday, November 7, 2019	Parent-Teacher Conferences – MS & HS
Friday, November 8, 2019	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Monday, November 11, 2019	Parent-Teacher Conferences – E.E. Knight only
Wednesday, November 13, 2019	Parent-Teacher Conferences – E.E. Knight only
Friday, November 15, 2019	No School for Staff or Students
Wednesday, November 27, 2019 - Recess	No School for Staff or Students – Thanksgiving
Friday, November 29, 2019	
Monday, December 2, 2019	School Resumes
Monday, December 6, 2019	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Monday, December 23, 2019 - Friday, January 3, 2020	No School for Staff or Students – Winter Recess
Monday, January 6, 2020	School Resumes
Monday, January 20, 2020	No School for Staff or Students (FLEX Day #1)
Friday, February 7, 2020	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Monday, February 10, 2020 - Friday, February 14, 2020	Parent-Teacher Conferences – Leonard Only
Friday, February 14, 2020 - Monday, February 17, 2020	Mid-Winter Break (FLEX Days #2 and #3)
Friday, March 6, 2020	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)

Thursday, March 12, 2020	Parent-Teacher Conferences – MS & HS
Monday, March 30, 2020 - Friday, April 3, 2020	No School for Staff or Students – Spring Break
Monday, April 6, 2020	School Resumes
Friday, April 10, 2020	No School for Staff or Students – Good Friday (FLEX Day #4)
Friday, April 17, 2020	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Friday, May 8, 2020	Early Release Day – Professional Development for Staff (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Monday, May 25, 2020	No School for Staff or Students – Memorial Day
Thursday, May 28, 2020	Graduation – Alternative Education
Friday, May 29, 2020	Graduation – Ovid-Elsie High School
Wednesday, June 3, 2020	Last Day for Students – Early Release (Elementary – 11:15 a.m.; Secondary – 11:30 a.m.)
Thursday, June 4, 2020	Last Day for Staff (FLEX Day #5)
Friday, June 5, 2020	(FLEX Day #6)

Student Days = 180 Days; Professional Development Days = 5 Days; Staff Days = 183 Days

FLEX Days = 6 (FLEX Days will be used for inclement weather make up.)

STARTING AND CLOSING TIMES

Leonard Elementary School (Grades PK-2nd) - 7:45 a.m. – 2:50 p.m.

E.E. Knight Elementary School (Grades 3rd – 5th) - 7:45 a.m. – 2:50 p.m.

Ovid-Elsie Middle School (Grades 6th – 8th) – 8:00 a.m. – 3:00 p.m.

Ovid-Elsie High School (Grades 9th – 12th) – 8:00 a.m. – 3:00 p.m.

Ovid-Elsie Alternative High School – 9:00 a.m. – 2:30 p.m.

BREAKFAST AND LUNCH PRICES

Breakfast Prices

Elementary = \$1.50

Middle School = \$1.50

High School = \$1.50

Milk = \$0.50

Free = \$0.00

Reduced = \$0.30

Lunch Prices

Elementary = \$2.25

Middle School = \$2.50

High School = \$2.75

Milk = \$0.50

Free = \$0.00

Reduced = \$0.30

*****We encourage all families to fill out the confidential free/reduced application!***

IMMUNIZATION INFORMATION

The following descriptions are for the immunization requirements as set by the Department of Education and Department of Public Health.

- All entering students from age 4 to 18 must show evidence of having received two doses of vaccine against measles, mumps, and rubella (MMR), with one dose administered after the age of 15 months, unless there is laboratory evidence of immunity.
- New students are required to have received the appropriate four doses of vaccine for diphtheria, tetanus, whooping cough and polio. All entering students must show a booster dose of diphtheria and tetanus vaccine if it has been 10 years since the last dose was administered.
- When presented with medical or religious exemption from immunization requirements, the administrator must obtain the consent of the director or local public health officer to recognize the exemption and admit the student.

All parents are encouraged to review their children's immunization records. If the records do not meet the requirements, please contact your family physician or the local Department of Public Health.

BLOOD BORNE PATHOGENS NOTICE

Ovid-Elsie Area Schools is mandated to follow regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally mandated procedures include a requirement that the District request the person who is bleeding to consent to be tested for HBV or HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. If you have any questions or concerns regarding these regulations, please contact your building administrator.

STUDENT DIRECTORY INFORMATION

The Board of Education has a policy regarding student directory information that limits the release of such information. The policy is as follows:

Personally Identifiable Information

Public law 93.390 states: "An education agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information." 45C. ER.99.37(a).

Accordingly, the following is designated as "directory information" with respect to all past and present students of Ovid-Elsie Area Schools.

1) Name, 2) Address, 3) Telephone number, 4) Date and place of birth, 5) Major and minor fields of study and courses taken, 6) Participation in officially recognized activities and sports, 7) Weight and height of members of athletic teams, 8) Dates of attendance, 9) The most recent previous educational agency or institution attended by the student, 10) Yearbook pictures, 11) Other similar personally identifiable information.

If you as a parent do not want this type of personally identifiable information made part of publicity, newsletters, yearbooks, and newspaper publications, please send a letter of notification designating the specific categories of directory information you do not want released with

respect to your child.

In accordance with this law a parent of a student currently in attendance at Ovid-Elsie Area Schools has ten (10) days from the date of this notice to notify the School District in writing.

Annually, the superintendent will give public notice of this policy in the school newsletter.

**PARENT OBJECTION TO RELEASE OF HIGH SCHOOL INFORMATION
TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER
EDUCATION**

A recently enacted federal law mandates the release of the name, address and telephone number of your child to military recruiters or institutions of higher learning.

The law provides, in relevant part, that the School District, “(1) ...shall provide, on a request made by a military recruiter or an institution of higher education, access to secondary school students’ names, addresses, and telephone listings, (2) Consent – a secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph 1 not be released without written parental consent...”

PARENT/GUARDIAN COMPLETE THIS	Ovid-Elsie High School/Alternative High	
I hereby request that the name, address, and telephone number of my child not be released to military		
Print Name of	Date of	
Signature of	Print Name of	Date
I hereby request that the name, address, and telephone number of my child not be released to an institute of higher		
Print Name of	Date of	
Signature of	Print Name of	Date

According to the new law, you may request that your child’s name, address, and telephone listing not be released without your consent.

If you do not want your child’s name, address, and telephone listing provided to military recruiters or institutions of higher education, please fill out the bottom of this form.

CIVIL RIGHTS, TITLE VI, TITLE IX & SECTION 504 NON-DISCRIMINATION POLICIES

Civil Rights Compliance:

Ovid-Elsie Area Schools, located at 8989 East Colony Road, Elsie, Michigan 48831, will receive and use federal funds and United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age or handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in our United States Department of Agriculture donated food and child nutrition programs. Any person who believes that he/she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250, or contact the administration office at Ovid-Elsie Area Schools.

Notification of Designated Employee as Title VI, Title IX & Section 504 Coordinator:

The federal government has made provision to ensure that no person is discriminated against on the basis of sex, religion, race, color, national origin, age, height, weight, marital status, or handicap. In order to protect these rights and assure compliance, concerns will be addressed by the Superintendent or his designee as Coordinator of Title IX, Section 504 and Title VI.

Complaint/Grievance Procedures for Title VI & Title IX of the Education Amendment Act of 1972 & Section 504 of the Rehabilitation Act of 1973

Section I: If any person believes that Ovid-Elsie Area Schools or any of the district's staff has inadequately applied the principles and/or regulations of: (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment Act of 1972; (3) Section 504 of the Rehabilitation Act of 1973, and (4) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District Rights Coordinator: Mr. Dan Davenport, Ovid-Elsie Area Schools, 8989 East Colony Road, Elsie, MI 48831.

Section II: The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the district's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with verbal answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the district's Civil Rights Coordinator within five (5) days of receipt of answer to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the district's Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The district's Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the district Coordinator's office.

NONDISCRIMINATION POLICY NOTICES

It is the policy of Ovid-Elsie Area Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to Mr. Dan Davenport, Ovid-Elsie Area Schools, 8989 E. Colony Rd, Elsie, MI 48831 at 989-834-2271 or 989-862-4237.

STUDENT PRIVACY

Ovid-Elsie Area Schools respects the privacy rights of parents and their children. No student shall be required as part of the school program or the District's curriculum, without the

prior written consent of the student (if an adult) or the parents, to submit to participation in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents.
- Mental or psychological problems of the student or his/her family.
- Sex behaviors or attitudes.
- Critical appraisals of other individuals with whom respondents have close relationships.
- Legally recognized privileged and analogous relationships.
- Religious practices, affiliations or beliefs of the student or his/her parents.
- Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed. Parents should contact the building if they have questions about this issue.

SEARCH & SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school.

This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person & Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if the student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided by below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.1306

U.S. Constitution, 4th Amendment

INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of educational curriculum of their children. The parent will have access to the instructional material within a reasonable period of time, after the building principal receives the request. The term

“instructional material” means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats. This term does not include academic tests or assessments.

Procedures are established to provide a means for considering complaints about the curriculum and instructional materials. Any concerns should be shared with the building principal.

NOTICE TO PARENTS ABOUT HUMAN SEXUALITY & REPRODUCTIVE HEALTH CURRICULUM

The Board of Education has reviewed a program of instruction in sex education. According to law (P.A. 226 of 1977), parents have the right to review materials. The local Board of Education, in compliance with the statute, will make any materials available for parents to review. Any parent who wishes to do so may contact the Superintendent of Schools at 989- 834-2271 or 989-862-4237.

By law parents have the right to excuse their children from participation in the reproductive health portion of the curriculum if they choose. Any parent wishing to exercise his/her right to excuse a student, without penalty, from instruction in reproductive health, should please send a written notice to Ovid-Elsie Area Schools, 8989 E. Colony Rd, Elsie, MI 48831.

AHERA NOTIFICATION REQUIREMENTS

This notice is to inform residents that the District has conducted an extensive inspection as required by the Asbestos Hazard Emergency Response Act (AHERA). A management plan has been completed and submitted to the State of Michigan. It has been approved and is currently available for your review in the district central office.

The management plan contains information regarding the location of asbestos-containing materials (ACM) in all school buildings, the condition of the ACM, and a plan for dealing with the ACM.

At least once a year the District will inform residents about asbestos activities including reinspections, periodic surveillance, response actions, and post-response action activities that are planned or in progress.

The following activities are currently planned for the District: Reinspections: A reinspection of all District buildings is required by law every three (3) years after implementation of the management plan.

Periodic surveillance: Once every six (6) months, ACM must be visually inspected for changes in condition. This will be performed by school personnel.

Any ACM will be repaired if damaged by District maintenance personnel in accordance with the District Operations and Maintenance program.

MEMORANDUM REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include: any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by the State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbooks, up to including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

INTEGRATED PEST MANAGEMENT PROGRAM

Ovid-Elsie Area Schools addresses its pest control needs through the contractual employ of Orkin Pest Control.

Orkin Pest Control has been reputedly servicing commercial, industrial and institutional facilities for over 100 years.

In our buildings, Orkin Pest Control administers an Integrated Pest Management Program which includes mechanical, biological, harborage reduction, and environmental controls with pesticide applications used only when necessary. Further, the Integrated Pest Management Program requires that any aerosol or liquid pesticides not be applied in classrooms or other areas in which students occupy within four hours of student presence.

Parents have the right to request prior notification of pesticide application. The application is available at the end of this newsletter. Please contact the building administration for further information.

For questions, contact Craig Coleman, Director of Operations, at craig.coleman@ovidelsie.org or 989-834-2271 x1561.

HELP BREAK THE LANGUAGE BARRIER

We are seeking to identify students whose home language is other than English. If you are the parent or guardian of such a child who is not in our present Bilingual Program, please send your child's name and that of the school he/she attends, to Mr. Randy Barton, Ovid-Elsie Area Schools, 8989 E. Colony Rd, Elsie, MI 48831.

AYUDE A ELIMINAR LAS BARRERAS DEL IDIOMA

Estamos tratando de identificar estudiantes que hablan otro idioma en sus hogares además del inglés. Si Ud. es el padre o guardián del niño (a) si el niño(a) no están inscritos en el programa bilingüe, favor de escuela el nombre de su niño(a) y el nombre de la escuela que asiste a Señor Kris Kirby, Ovid-Elsie Area Schools, 8989 E. Colony Rd, Elsie, MI 48831

HEALTH SERVICES NOTIFICATION

Ovid-Elsie Area Schools may require students to submit to periodic, non-emergency health examinations, which may include, but not limited to: student physical examinations, dental examinations, vision screenings and audiometric screenings.

These are designed to protect the school community from the spread of communicable disease as well as determine that each student's participation in health, safety and physical education courses is appropriate and help determine if a child's learning potential is not lessened by remediable, physical ability.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the principals' offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug

Prevention and of the Student Discipline Code/Code of Conduct.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c); and,
- the building administrator has received a copy of the written approvals from the physician and the parent/guardian; and,
- there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the

event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

M.C.L.A. 380.1178, 380.1178a, 380.1179
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools Revised 6/12/06

AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

Name of Student

Address

School

Grade

A. I am requesting permission for my child named above to: (Check all that apply)

_____ use or receive prescribed medication

_____ receive prescribed treatment

_____ self-administer prescribed medication(s) in my presence or that of an authorized staff member

in accordance with the Doctor's prescription.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent

Date

Home Telephone

Work Telephone

PHYSICIAN STATEMENT

To the Physician:

The School District requires that all of the following information be provided before it will administer medication or treatment to the student.

Name of Student Address

School/Class/Grade

I have prescribed the following medication _____

Beginning Date _____ Ending Date _____

Dosage, instructions, or precautions: _____

Report the following side effects to my office immediately _____

Physician's Signature _____ Telephone _____

Printed/Typed Name _____ Date _____

AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-prescribed medication(s)/treatment(s):

Principal

REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL

Dear Parent / Guardian:

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you **WILL** receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

(ENTER SCHOOL NAME, ADDRESS, CONTACT PERSON AND PHONE NUMBER HERE)

I wish to receive a prior notice of any pesticide application to the school or day care center by first-class mail.

PARENT NAME: _____

STUDENT NAME: _____

STREET ADDRESS: _____

CITY, ZIP _____

DAY PHONE # _____

EVENING PHONE # _____

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

Signature

Date