

Saranac Community School

Board of Education Agenda

Regular Meeting

October 28, 2019

7:00 PM

Activities Room, Saranac Elementary School

NOTE LOCATION CHANGE

1. Call to Order_____
2. Pledge of Allegiance - 2nd Graders
3. Approval of Minutes - Regular Meeting Dated 10/14/19. 2
4. Treasurer's Report - September 5
5. Additions, Deletions & Modifications to the Agenda
6. Comments from Guests - Agenda Items
7. Student Report
8. Administrator's Update
9. Action Items
- a. Out-of-State Field Trip 12
- b. Approve Resolution District Library Agreement 15
10. Reports/Presentations
- a. Neola Policy Update 18
- b. Assessment Date Update 53
- c. Discipline Data 54
11. Comments from Guests - Non Agenda Items
12. Superintendent's Report
13. Approve Executive Session Minutes
14. Board Requests/Reports
15. Communications
16. Closed Session for Negotiation Purposes
17. Other
18. Adjournment_____

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools
Board of Education
Meeting #5

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, October 14, 2019 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sara Doll, called the meeting to order at 7:00 p.m.

Present: Courtnay, Doll, Hawkins, Jackson, Price & VanKuiken.

Absent: Elliott listened in by phone.

Roy Hawkins led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated 9/9/19, Special Meeting dated 9/24/19; Finance Committee dated 9/24/19; Athletic Committee dated 9/27/19; Operations Committee dated 9/30/19; Special Meeting dated 10/7/19 and Finance Committee dated 10/9/19 were approved as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: Superintendent, Jason Smith would like to delete Student Report and Administrator's Update from the agenda.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

ACCEPT GIFTS: Motion by VanKuiken, supported by Price that the Saranac Board of Education accept the gifts as listed below totaling \$5,035.86 for the month of September as presented. Roll Call Vote: Yes Votes: Courtnay, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

To:	Donation for:	Amount
Saranac Elementary	Donation for Backpacks	\$ 100.00
Saranac Elementary	Donation for Backpacks	\$ 100.00
Saranac Promise	Donation	\$ 200.00
Saranac Cheerleading Team	Donation for Supplies	\$ 50.00
Saranac Elementary	Donation for Backpacks	\$ 300.00
Saranac Promise	Donation	\$ 100.00
Girls Volleyball Program	Donation	\$ 2,000.00
Saranac Cheerleading Team	Donation	\$ 100.00
Saranac Promise	Donation	\$ 125.00
Saranac Promise	Donation	\$ 150.00
Saranac Promise	Donation	\$ 300.00
Saranac Promise	Donation	\$ 400.00
Volleyball Pink-Out Game	Donations for Raffle	\$ 1,110.86
Total This Month		\$ 5,035.86
Total Gifts for 2019-2020 Including This Month		\$ 6,885.86

BILLS PAID: Motion by Hawkins, supported by Courtnay that the Saranac Board of Education approve the bills paid from General Fund for September & October, in the amount of \$567,820.18, and from the Building & Site Fund for \$4,821.26 as presented. Roll Call Vote: Yes Votes: Courtnay, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

OUT-OF-STATE FIELD TRIP: Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education approve the Out-of-State Field Trip for the FFA to attend the National FFA Convention in Indianapolis, IN on October 30 & 31, 2019 as presented. Roll Call Vote: Yes Votes: Courtnay, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

ANNUAL AUDIT REVIEW FOR FY: 2018-2019: Steve Thompson, CPA LLC presented the June 30, 2019 independent auditor's report. The audit was a clean opinion the best you can get with the school financial records in good shape. Jammie Sprank, Finance Director does a great job, and everything you see throughout the year is accurate. The final fund balance is approximately 15.3%.

SARANAC PUBLIC LIBRARY PRESENTATION: Saranac Public Library presented on an agreement they would like to become a "District" library. Becoming a district library will enable them to operate under a more modern law while, continuing to provide excellent library services. Becoming a district library requires action by all six of the participating municipalities (Berlin, Boston, Campbell Townships as well as the Village of Saranac, Village of Clarksville and the Saranac Community School District. This will be brought back for action at the October 28 meeting.

REPORTS/PRESENTATIONS: None

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: The board heard public comment.

SUPERINTENDENT'S REPORT: Mr. Smith reported the Harker Middle School has been officially sold. Mr. Smith had a meeting, which was "Capturing Kids Hearts." This is on relationship building with students. Mr. Smith attended a CMAC league meeting and MHSAA meeting and there are some changes coming regarding sports. The police grant that we received is finished now. Jerry Mooney with O.A.K. will be leaving this week after providing excellent work here at Saranac with the construction project. We are planning a luncheon for him tomorrow. Mr. Smith will be going through all the old board policies that we had with MASB.

BOARD REQUESTS/REPORTS: A board member mentioned that the Promise dinner raised around \$20,000. The high school band attended a marching band competition on Saturday and received 1st place. Congratulations to Mr. Stauffer and band members. The National Honor Society will be hosting their annual Spaghetti Dinner on November 7. The cost is \$8.00.

COMMUNICATIONS: We have sent out thank-you cards on behalf of Skylar Lasby.

CLOSED SESSION FOR NEGOTIATION PURPOSES: Motion by VanKuiken, supported by Jackson that the Saranac Board of Education go into closed session at 8:06 p.m. for the purpose of negotiation planning, returning to open session at 8:14 p.m. Roll Call Vote: Yes – Courtnay, Doll, Hawkins, Jackson, Price & VanKuiken. Motion carried.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Ted VanKuiken
Secretary

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
SEPTEMBER 30, 2019

Cash Checking	\$828,286.35
Cash Savings	\$258,934.29
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Petty Cash Cash on Hand - Athletic Cash Box	\$800.00
Due From Other Funds Food Service	\$42.50
Inventory Supplies	\$60,666.60
Prepaid/Deferred Expenditures Apple iPad Apps	\$94.05
TOTAL ASSETS	<u>\$1,150,560.48</u>
Accounts Payable	\$100.01
Accounts Payable Workers Comp	(\$6,424.63)
Tax Anticipation Notes and Loans Payable	\$800,000.00
Due to Other Governmental Units Taxes Retirement	\$0.52
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	\$21.55
Payroll Related Accrual Liabilities State Withholding Tax EFT	\$9,534.76
Payroll Related Accrual Liabilities Employee Insurance Portion	\$147.70
Accrued Expenditures	\$320.76
Salaries Payable Terminal Leave Payable	\$3,994.55
Deferred Revenue	\$64,834.64
TOTAL LIABILITIES	<u>\$872,529.86</u>
Beginning Fund Balance	\$1,263,528.62
Fund Revenues	\$68,962.78
Fund Expenses	(\$1,054,460.78)
TOTAL FUND BALANCE	<u>\$278,030.62</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,150,560.48</u>

SARANAC COMMUNITY SCHOOLS
GENERAL FUND REVENUES SUMMARY
AS OF SEPTEMBER 30, 2019

	Adopted Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$913,291.00	\$68,962.78	\$844,328.22	7.55%
300 - Revenue from State Sources	\$7,531,090.00	\$0.00	\$7,531,090.00	0.00%
400 - Revenues from Federal Sources	\$182,533.00	\$0.00	\$182,533.00	0.00%
500 - Incoming Transfers and Other Transactions	\$176,741.00	\$0.00	\$176,741.00	0.00%
	\$8,803,655.00	\$68,962.78	\$8,734,692.22	0.78%

SARANAC COMMUNITY SCHOOLS
GENERAL FUND EXPENDITURES
AS OF SEPTEMBER 30, 2019

Function*	Function* Code	Adopted Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function*	1111 - Elementary	\$2,660,883.00	\$379.21	\$239,338.15	\$2,421,165.64	9.01%
Function*	1112 - Middle/Junior High	\$532,637.00	\$5.66	\$56,084.10	\$476,547.24	10.53%
Function*	1113 - High School	\$1,376,294.00	\$528.86	\$106,069.76	\$1,269,695.38	7.75%
Function*	1119 - Summer School	\$12,512.00	\$0.00	\$11,165.56	\$1,346.44	89.24%
Function*	1122 - Special Education	\$658,098.00	\$262.80	\$45,845.52	\$611,989.68	7.01%
Function*	1125 - Compensatory Education	\$150,932.00	\$629.71	\$12,659.98	\$137,642.31	8.81%
Function*	1212 - Guidance Services	\$99,069.00	\$0.00	\$7,541.22	\$91,527.78	7.61%
Function*	1215 - Speech Pathology and Audiology Services	\$161,381.00	\$0.00	\$0.00	\$161,381.00	0.00%
Function*	1216 - Social Work Services	\$10,274.00	\$0.00	\$1,725.00	\$8,549.00	16.79%
Function*	1219 - Other Pupil Support Services	\$11,925.00	\$0.00	\$825.99	\$11,099.01	6.93%
Function*	1221 - Improvement of Instruction	\$353,536.00	\$0.00	\$55,176.44	\$298,359.56	15.61%
Function*	1222 - Educational Media Services	\$9,897.00	\$0.00	\$544.73	\$9,352.27	5.50%
Function*	1226 - Supervision and Direction of Instructional Staff	\$8,158.00	\$0.00	\$3.40	\$8,154.60	0.04%
Function*	1227 - Academic Student Assessment	\$550.00	\$0.00	\$0.00	\$550.00	0.00%
Function*	1231 - Board of Education	\$56,008.00	\$0.00	\$9,914.92	\$46,093.08	17.70%
Function*	1232 - Executive Administration	\$243,486.00	\$29.95	\$58,691.86	\$184,764.19	24.12%
Function*	1241 - Office of the Principal	\$234,276.00	\$29.95	\$52,753.75	\$181,492.30	22.53%
Function*	1242 - Junior High Sch Principal Admin	\$138,610.00	\$0.00	\$29,785.95	\$108,824.05	21.49%
Function*	1243 - Senior High Sch Principal Admin	\$143,109.00	\$712.14	\$30,866.43	\$111,530.43	22.07%
Function*	1249 - Other School Administration	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Function*	1252 - Fiscal Services	\$179,410.00	\$0.00	\$13,635.14	\$165,774.86	7.60%
Function*	1259 - Other Business Services	\$53,266.00	\$0.00	\$14,335.52	\$38,930.48	26.91%
Function*	1261 - Operating Buildings Services	\$726,428.00	\$0.00	\$161,340.54	\$565,087.46	22.21%
Function*	1271 - Pupil Transportation Services	\$503,965.00	\$0.00	\$88,970.01	\$414,994.99	17.65%
Function*	1283 - Staff/Personnel Services	\$5,592.00	\$0.00	\$435.00	\$5,157.00	7.78%
Function*	1284 - Non-Instructional Technology Services	\$159,767.00	\$0.00	\$3,946.35	\$155,820.65	2.47%
Function*	1285 - Pupil Accounting	\$21,977.00	\$0.00	\$0.00	\$21,977.00	0.00%
Function*	1291 - Pupil Activities	\$35,430.00	\$0.00	\$5,467.88	\$29,962.12	15.43%
Function*	1293 - Athletic Activities	\$151,276.00	\$5,367.90	\$28,193.23	\$117,714.87	22.19%
Function*	1295 - Agency Activities	\$6,800.00	\$0.00	\$0.00	\$6,800.00	0.00%
Function*	1411 - Payments to Other Public Schools Within the State of Michigan	\$18,480.00	\$0.00	\$0.00	\$18,480.00	0.00%
Function*	1456 - Building Improvement Services	\$19,979.00	\$0.00	\$19,144.35	\$834.65	95.82%
		\$8,746,005.00	\$7,946.18	\$1,054,460.78	\$7,683,598.04	12.15%

School Days available	180
Complete to Date	24
% complete	13.33%

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE TRIAL BALANCE
AS OF SEPTEMBER 30, 2019

Cash Checking	\$39,073.64
Petty Cash Petty Cash	\$40.00
Cash Change Funds	\$200.00
Due From Other Governmental Units	\$26,330.35
Inventory Supplies	\$6,326.00
TOTAL ASSETS	<u>\$71,969.99</u>
Accounts Payable	\$2,090.63
Deferred Revenue	\$8,889.50
TOTAL LIABILITIES	<u>\$10,980.13</u>
Beginning Fund Balance	\$54,772.10
Fund Revenues	\$38,607.55
Fund Expenses	(\$32,389.79)
TOTAL FUND BALANCE	<u>\$60,989.86</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$71,969.99</u>

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE REVENUES AND EXPENDITURES
AS OF SEPTEMBER 30, 2019

Function* Code	Adopted Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
REVENUES:					
100 - Revenue from Local Sources	\$87,637.00	\$0.00	\$12,277.20	\$75,359.80	14.01%
300 - Revenue from State Sources	\$27,902.00	\$0.00	\$0.00	\$27,902.00	0.00%
400 - Revenues from Federal Sources	\$211,412.00	\$0.00	\$26,330.35	\$185,081.65	12.45%
	<u>\$326,951.00</u>	<u>\$0.00</u>	<u>\$38,607.55</u>	<u>\$288,343.45</u>	<u>11.81%</u>
EXPENDITURES:					
1297 Food Service	\$325,705.00	\$0.00	\$32,389.79	\$293,315.21	9.94%

TRUST FUND ACCOUNTS

September 30, 2019

Athletic Activities	59,557.12
Athletics-"Catching A Dream"	438.66
Auditorium	0.00
Band Boosters	6,546.52
Band	1,890.22
DI	60.92
Compagner Memorial Fund	16,090.38
Elementary School Activities	7,754.65
E.S. Summer Enrichment Program	0.00
High School Activities	31,520.21
High School Spirit Store	507.00
Interest Earned	6.90
ICCF Grant	2,819.71
Jenkins Educational Fund	1,117.69
Middle School Activities	2,089.34
PBIS Store F.R.	543.28
Red & White	0.00
Relay	0.00
Revolving	2,493.26
Robotics	7,459.72
Saranac Education Foundation	93,141.05
Saranac One	0.00
Simons Memorial	13,652.79
Saranac Promise	39,576.76
Teachers Pop - Elementary School	956.22
Teachers Pop - High School	1,772.55
Teachers Pop-Middle School	545.87
Allen Scholarship	0.00
Brown Scholarship	40.18
Crowley Scholarship	250.00
Darby	0.00
Draper Scholarship	0.00
Eddy Scholarship	64.44
Hammer Scholarship	43.17
Kramer Scholarship	50.00
Lake	0.00
Lamphere	0.00
McGee Scholarship	13.01
Morris Scholarship	0.00
Raimer Scholarship	9.27
Sachen Scholarship	9.05
Sharritts Scholarship	56.44
Simpson Scholarship	500.00

TRUST FUND ACCOUNTS

Simmons	0.00
Spens Scholarship	9.32
Total	291,585.70

Cash In Checking	262,135.67
Certificates of Deposit	29,450.03
Total	291,585.70

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Out-of-State Field Trip

We have received a request for an Out-of-State field trip:

Teacher, Matt Stauffer has requested an Out-of-State trip to Chicago, IL on April 3rd-April 5th, 2020. This is Friday-Sunday, all no-school days.

This is to reward our HS Band members for their excellence on the field, in the concert hall, and in the community; and to educate the HS Band members on various musical opportunities that are available in today's world.

Suggested Resolution

I move that the Saranac Board of Education approve the Out-of-State Field Trip for the HS Band to travel to Chicago, IL from April 3-5th, 2020 as listed above.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

HS Band Trip To Chicago

Hosted by Matt Stauffer and Glenn Fountain

WHO: HS Band Members (Approximately 35)

WHAT: Fun & Educational Trip

WHERE: Chicago, IL

WHEN: April 3rd-April 5th 2020 (Friday-Sunday, all no-school days).

WHY: To reward our HS Band members for their excellence on the field, in the concert hall, and in the community.
To educate our HS Band members on various musical opportunities that are available in today's world.

CHAPERONES: Mr. Stauffer, Mr. Fountain, and one of the 5 band moms that have volunteered to go (they are checking works schedules and availability).

FUNDRAISING PLAN: World's Finest Chocolate October-November. Each student will earn \$30 toward their trip.
Fountain's Fundraising Popcorn and Roasted Nuts-January 2020. Student can earn from \$10-\$100 or more toward their trip.
Century Resources Cheese/Sausage-March 2020. Students can earn from \$10-\$100 or more toward their trip.
Band Boosters is considering helping out in some way.

ITINERARY: See attached.

Saranac Band

Chicago 2019/2020

Proposed Itinerary

April 3 - 5, 2020

Friday, April 3

6:00 a.m.	Depart Saranac
10:00 a.m.	Shedd's Aquarium
1:00 p.m.	Gino's East Chicago Style Pizza
2:00 p.m.	360 Chicago Observation Deck
3:00 p.m.	Navy Pier and an amazing Architectural River Boat Cruise
6:00 p.m.	Depart for Tommy Guns Garage or Medieval Times
9:30 p.m.	Depart for our hotel for the weekend

Saturday, April 4

9:00 a.m.	Highlight Guided tour of Chicago by a licensed tour guide
1:00 p.m.	Lunch at Bubba Gump Shrimp, Navy Pier
2:30 p.m.	tour continues
4:00 p.m.	Broadway in Chicago Work Shop
5:30 p.m.	Dinner
7:00 p.m.	Broadway in Chicago: My Fair Lady or Medieval Times
9:30 p.m.	Depart for our hotel

Sunday, April 5

9:00 a.m.	Depart for Millenium Park and the Art Museum of Chicago
12:30 p.m.	Lunch
4:00 p.m.	Depart for home from Millenium Park
6:00 p.m.	Dinner en route
8:30 p.m.	Arrive home

Tour Price

Sign up at:

Student w/4 per room: \$590

<https://tri.ps/4NzhQ>

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Resolution Approving District Library Agreement

At the October 14 meeting the Saranac Public Library presented on an agreement, they would like to become a "District" library. This resolution needs to be passed by the Board of Education.

Suggested Resolution

I move that the Saranac Board of Education approve the Resolution Approving District Library Agreement with Saranac Public Library as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

SARANAC COMMUNITY SCHOOL DISTRICT

RESOLUTION APPROVING DISTRICT LIBRARY AGREEMENT

At a meeting of the School Board of the Saranac Community School District, Ionia County, Michigan, held at the School District on the _____ day of _____, 2019.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, pursuant to the District Library Establishment Act, 1989 PA 24, ("DLEA"), a District Library Agreement (the "Agreement") has been presented to the School Board substantially in the form on file with the Secretary for the purpose of establishing a district library to be known as the Saranac-Clarksville District Library (the "District Library") with the Villages of Clarksville and Saranac ("Villages"), the Saranac Community School District, ("School District") and the Townships of Berlin, Boston and Campbell ("Townships) as participating municipalities; and

WHEREAS, pursuant to the DLEA, as participating municipalities, the Townships and the Villages have approved or will approve entry into the Agreement; and

WHEREAS, pursuant to the DLEA, the Library Board of the Saranac Public Library, has approved entry into the Agreement as an existing library within the proposed district; and

WHEREAS, prior to the establishment of the District Library under the DLEA, it is necessary for the School District to consider and approve the Agreement as a participating municipality.

WHEREAS, the School Board desires to approve the Agreement.

NOW THEREFORE, BE IT RESOLVED by the School Board of the Saranac Community School District as follows:

1. The School Board has determined that it is necessary and in the best interests of the public to establish the Saranac-Clarksville District Library pursuant to the DLEA.
2. The School Board approves the Agreement attached as an Exhibit to this Resolution.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (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 1615 – Use of Tobacco by Administrators – (New)

Policy 2410/2414/2418 – (Revised)

- State law prohibits a school official, member of a governing board, employee of the district or intermediate district, or other person from referring a pupil for an abortion or assisting a pupil in obtaining an abortion.

The law requires the district to adopt such a policy by October 1, 2019 or be subject to a fine. Policy 2410 approved in September but we need to approve 2414 and 2418.

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 3215 – Use of Tobacco by Professional Staff (Revised)

- This revision is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services’ (MDHHS).

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.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 4215 – Use of Tobacco by Support Staff (Revised)

- This revision is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS).

This revision is recommended for adoption.

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 for adoption.

Policy 5512 – Use of Tobacco by Students (Revised)

- This revision is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS).

This revision is recommended for adoption.

Policy 5530.02– Opioid Antagonists (Revised)

- This policy has been revised to reflect 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 7434 – Use of Tobacco on School Premises (Revised)

- This revision is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS).

This revision is recommended for adoption.

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 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	BOARD APPROVED POLICIES
Title	Copy of SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Adopted	September 15, 2016
Last Revised	August 17, 2017

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

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

A Superintendent 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 the Superintendent with relevant data on student growth.
- C. Evaluates the Superintendent'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 the Superintendent, 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 the Superintendent, so that s/he is given ample opportunities for improvement.
 2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.
 3. Removing an ineffective Superintendent after s/he has 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 the Superintendent 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 entire District:
 1. The Superintendent's training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the Superintendent 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.

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 the Superintendent 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 by 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 Board's evaluation shall also include an assessment of the Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the Superintendent 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 Superintendent on his/her next annual year-end evaluation. A Superintendent 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 Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, 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.

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

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals.

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Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Vol. 34, No. 1 - September 2019 Tobacco Policies New USE OF TOBACCO BY ADMINISTRATORS
Code	po1615
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,
- ☒ 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 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	BOARD APPROVED POLICIES
Title	Copy of PROHIBITION OF REFERRAL OR ASSISTANCE
Code	po2410
Status	
Adopted	September 6, 2019

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
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Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	September 15, 2016
Last Revised	August 26, 2019

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.

Revised 2/15/18

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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	BOARD APPROVED POLICIES
Title	Copy of SEX EDUCATION
Code	po2418
Status	
Adopted	February 15, 2018

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	BOARD APPROVED POLICIES
Title	Copy of STATE AID INCENTIVES
Code	po2628
Status	
Adopted	September 15, 2016
Last Revised	January 19, 2017

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.

At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and pupil 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 pupil 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 pupils. 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.

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Legal State School-Aid Act

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of STAFF ETHICS
Code	po3210
Status	
Adopted	September 15, 2016

3210 - **STAFF ETHICS**

An effective educational program requires the services of 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:

1. 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;

2. 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;

3. 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;

4. 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. understand the problematic nature of dual or multiple relationships;

5. 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;

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
 - B. represent accurately their qualifications;
 - C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
 - D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
 - E. keep in confidence legally-confidential information as they may secure;
 - F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
 - G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
 - H. 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 their students's age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	
Adopted	September 15, 2016

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 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-
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,

☒ any school-related event, and

☒ on or off Board premises

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 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.

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Legal

M.C.L. 333.12601 et seq.

M.C.L. 750.473

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	September 15, 2016
Last Revised	August 17, 2017

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 (25) percent 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:

1. ~~Beginning with the 2016-2017 school year, t~~The 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.
2. Beginning with the 2018 - 2019 school year, for 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.
3. 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.)
4. 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:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. 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 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~~, 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 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~~The 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.

~~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 a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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M.C.L. 380.1249 (as amended)

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of USE OF TOBACCO BY SUPPORT STAFF
Code	po4215
Status	
Adopted	September 15, 2016

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 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 ~~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, and~~

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

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 of 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 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.

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Legal

M.C.L. 333.12601 et seq.

M.C.L. 750.473

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of LATE ARRIVAL AND EARLY DISMISSAL
Code	po5230
Status	
Adopted	September 15, 2016

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

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.

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

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Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of USE OF TOBACCO BY STUDENTS
Code	po5512
Status	
Adopted	September 15, 2016

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. 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

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,

(X) any school-related event, and

(X) on or off Board premises.

[X] Advertising /Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, 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.

-

[X] 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.

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

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of OPIOID ANTAGONISTS
Code	po5330.02
Status	
Adopted	August 17, 2017

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.¹ 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:

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

~~Beginning with the 2017/2018 school year, e~~Each school in the District shall have at least two 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 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 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. 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 a reasonable person that 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.

[X.] Any person who administers an opioid antagonist to a student shall promptly notify the

(X.) Principal _____, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

[X.] It shall be the responsibility of the Principal _____ [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 Principal _____ 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.

[X.] The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

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.

Any person who administers an opioid antagonist to a student shall promptly notify the student's parent/guardian and inform the building administrator.

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 building administrator to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The building administrator 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 Policy 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

~~At least annually, the Superintendent 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.~~

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M.C.L. 380.1179b

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of SYSTEM OF ACCOUNTING
Code	po6800
Status	
Adopted	September 15, 2016

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 Finance Director 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 Finance Director 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 functions established above shall be made to the Board on a monthly basis by the Superintendent.

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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Legal	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	BOARD APPROVED POLICIES
Title	Copy of DISPOSITION OF REAL PROPERTY
Code	po7300
Status	
Adopted	September 15, 2016
Last Revised	November 2, 2017

7300 - **DISPOSITION OF REAL PROPERTY**

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 – Disposition of Surplus Property. The Board must approve the terms of any sale, lease or other disposition of real property.

- A. All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B. Written offers shall be referred to the Board for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- C. All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- D. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- E. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent. ~~The Board shall give final approval of all contracts.~~
- F. The Board may offer real property for sale by any reasonable method, including listing with a real estate broker, soliciting bids, or auction.
- G. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- H. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- I. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Legal	M.C.L. 380.1260
	2 C.F.R. 200.78, 200.85

Book	Policy Manual
Section	BOARD APPROVED POLICIES
Title	Copy of USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	September 15, 2016

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. the use of 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

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,

(X) on or off Board premises,

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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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	BOARD APPROVED POLICIES
Title	Vol. 34, No. 1 - September 2019 New SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
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-~~

[X] 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	BOARD APPROVED POLICIES
Title	Copy of STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	September 15, 2016

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 his/her supervisor and 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.

Legal M.C.L. 722.621 et seq.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Assessment Data Update

Teacher, Stephanie Smith will be presenting and bringing information to the meeting regarding an Assessment Data Update.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Discipline Data

Elementary Principal, Mike Catrell and JSH Principal, Josh Leader will be presenting information on Discipline Data and will bring information to the meeting.