

## **Administrative Policy Recommendations**

**8-25-2025**

Dear Board of Education:

The Board is receiving the revised policy packet for discussion on August 25, 2025. This packet contains NEOLA recommended policy changes and the input from staff who are expected to apply these policies. As you are aware, I sat with each of you to share the process used every time policy change recommendations come forward (used the graduation policy as an example). Enclosed is input from the administration regarding each policy change recommendation.

It is important to note that NEOLA recommends policy changes. District administration and professional staff review the suggested changes and compare them to current policy. Current policy is used (choices made in the past) to add or delete as shown in pink and green on the policy change documents the Board receives. Policies forwarded to the Board of Education for consideration are “relevant” options to be considered. Relevant refers to the changes suggested to the district’s current policy not all the possible options made by other districts in the past.

### **Bylaw 0131.1: Bylaws and Policies**

This policy simply states that while in most cases changes require two readings, the fact is that the Board can choose to waive two readings and move to adopt as an action item.

### **Policy 2340: Field and Other District Sponsored Trips**

This policy just reinforces what we have established over the years with internal guidelines. The Board continues to approve international travel. The administration recommends that this policy be adopted as presented.

### **Policy 5320: Immunization**

This policy has been reviewed by the district nurse and is in line with all immunization requirements. I met with the LCHD (8-13-2025) and this policy aligns with their understanding of immunization requirements. The administration recommends that this policy be adopted as presented.

### **Policy 5330: Use of Medications**

This policy has been reviewed by the district nurse to ensure that it is in line with the Parent/Student handbook changes that the Board approved in the spring. The policy is also aligned to the practices staff are trained in and requirements of the School Nurse’s expected practices pertaining to legal requirements. The administration recommends that this policy be adopted as presented.

**Policy 5330.01: Epinephrine Auto-Injectors**

This policy has been reviewed by the district nurse. The policy is also aligned to the practices staff are trained in and requirements of the School Nurse's expected practices pertaining to legal requirements. The administration recommends that this policy be adopted as presented.

**Policy 8320: Personnel Files**

This policy adds language regarding providing personnel information to a third party. The administration recommends that this policy be adopted as presented.

**Policy 8500: Food Services**

This policy has been reviewed by the Director of Student Nutrition to ensure that it aligns with district practices. The administration recommends that this policy be adopted as presented.

**Policy 8510: Wellness**

This policy captures legal expectations for wellness (student nutrition) within the district and reduces confusion regarding when the wellness committee meets. The recommended meeting expectation is once every three years. The administration recommends that this policy be adopted as presented.

**Note:** The wellness committee met on May 22, 2025. The minutes can be found under Student Nutrition on the website. Go to Nutrition Information and refer to the last bullet. There is a link embedded in the statement.

**Policy 8640: Transportation for Field Trips and Other District-Sponsored Trips- RESCIND**

This policy was added to Policy 2340 thus no longer needed. The administration recommends rescinding this policy.

**Bylaw 0171.1: President**

This bylaw has been presented to clarify the role of the Board President as in the past there has been some confusion.

**Bylaw 0171.2: Vice-President**

This bylaw has been presented to clarify the role of the Board Vice-President as in the past there has been some confusion.

**Bylaw 0171.3: Secretary**

This bylaw has been presented to clarify the role of the Board Secretary as in the past there has been some confusion.

**Bylaw 0171.4: Treasurer**

This bylaw has been presented to clarify the role of the Board Treasurer.

**Policy 0172: Legal Counsel**

This policy has been presented as an alternative to Mr. Scott's Designation of Legal Counsel Resolution. The administration supports the alternative policy over Mr. Scott's resolution.

If the Board of Education feels we should add additional legal counsel to this policy, the legal firm Warner, Norcross & Judd is used to help with specific employee benefit cases. Thrun Law Firm P.C. is our primary counsel. Thrun Law Firm P.C. employs specialty counsel to help with Special Education, Bond Programs, Election Law, Financial Issues, etc. These specialty lawyers are utilized whenever necessary to conduct the business of the district. The administration has no reason to recommend additional counsel be put on a retainer or within a policy. We are extremely happy with the services provided by Thrun Law Firm P.C. The administration recommends that this policy be adopted as presented.

**Opt-Out Policy for Activities During the School Day Outside of Academic Instructional Time**

This policy has been presented as an alternative to Mr. Scott's suggested Parental Notification and Opt-Out Policy for Trainings and Assemblies. The administration supports the alternative policy over the policy previously presented.

**Resolution Requiring Searchable PDF Format Documents**

This is Mr. Scott's recommended resolution. The administration points to Policy 7540.02 which covers this topic. The administration suggests that if a Board member feels district staff are not following policy 7540.02 then the appropriate course of action is to bring this to the attention of the Superintendent and Board to address the concern. I would like to note that the work to address the concern of certain documents being readable has been addressed. The administration recommends that this resolution not be adopted as the district already covers this topic in Policy 7540.02.

# **MI LOCAL UPDATE OVERVIEW AND COMMENTS**

## **VOLUME 39 NUMBER 2**

### **OVERVIEW AND COMMENTS**

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold/green font (to add material) and crossed out/red font (to delete material). As you review a revised policy or guideline, you may choose to accept one (1), many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some District/other specific wording you want to be included in the replacement policy.

If the District alters language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

#### **FY 2024-25 Thresholds for Competitive Bids, Value of Awards, and Gifts**

The Michigan Department of Education ("MDE") provides updated information on statutory requirements that determine thresholds for competitive bids and value of awards and gifts. The fiscal year 2024-25 base for M.C.L. 380.623a, M.C.L. 380.1267, and M.C.L. 380.1274 is \$30,512 (pertaining to school building construction, addition, renovation, or repair and procurement of supplies, materials, and equipment). There are changes to the limits on the value of awards given by an ISD to an employee, volunteer, or pupil, as well as the value above which an ISD administrator may not accept a gift from a vendor or potential vendor. The fiscal year 2024-25 upper limit (M.C.L. 380.634) for awards is \$175 and the cap for gifts is \$76.

#### **Notice Regarding Legal Accuracy**

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola's materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Varum, LLP (Grand Rapids, MI) for consistency with Federal and State law.

### **REMINDERS**

- A. The Minimum Wage in Michigan for the entire State of Michigan is expected to increase twice in 2025. Starting January 1, 2025, the minimum wage is at \$10.56 per hour and after February 21, 2025, an additional increase will be made, setting the rate at \$12.48 per hour.
- B. The Internal Revenue Service ("IRS") issued Notice 2024-312 (December 19, 2024) which provides the 2025 mileage rate at seventy cents (\$0.70) per mile for business travel (three cents (\$0.03) more than the rate for 2024).
- C. The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following Federal laws have poster



requirements which apply to school districts (no Federal or Federally-assisted contracts or subcontracts):

1. The Equal Employment Opportunity Commission ("EEOC")
2. The Employee Polygraph Protection Act ("EPPA")
3. Employee Rights under the Fair Labor Standards Act ("FLSA/ Minimum Wage")
4. Employee Rights and Responsibilities under the Family and Medical Leave Act ("FMLA")
5. Uniformed Services Employment and Reemployment Rights Act ("USERRA")
6. Job Safety and Health: It's the Law ("Occupational Safety and Health Act/OSHA")
7. Whistleblower Protections

## **BYLAWS AND POLICIES**

### **Bylaw 0131.1 - Bylaws and Policies (Revised)**

This bylaw has been revised to streamline the process for review and adoption of policy and of making technical corrections to policies and bylaws. The bylaw provides options for defining technical corrections and authorizes the Superintendent to make such corrections and provide a summary of the corrections to the Board for review.

This revised bylaw should be adopted if the Board wishes to streamline the policy adoption process and/or technical corrections process.

### **Policy 2340 - Field and Other District-Sponsored Trips (Revised)**

This policy has been adopted to update language overall and to include transportation options and provisions (found in Policy 8640).

### **Policy 5320 - Immunization (Revised)**

This policy has been revised to reflect the immunization requirements in the Michigan Department of Education's ("MDE") "2024 Immunization Requirements for Students Entering Kindergarten and 7th Grade or Enrolling in a New School District in Grades 1-12". See also AG 5320 in this update.

These revisions should be adopted in order to comply with MDE's immunization requirements.

### **Policy 5330 - Use of Medications (Revised)**

This policy was reviewed at the request of clients and updated to include additional definitions and further clarity to processes for the storage and administration of prescription and over-the-counter medications.

These suggested revisions should be considered for adoption.

### **Policy 5330.01 - Epinephrine Auto-Injectors (Revised)**

This policy was revised at the request of clients, adding the immunity provisions set forth in applicable State law.

### **Policy 8320 - Personnel Files (Revised)**

This policy is revised to reflect the recent changes to the Public Employment Relations Act ("PERA") due to P.A. 236 (2023).

This revision reflects the provisions of law and should be adopted.

---

**Policy 8500 - Food Services (Revised)**

This policy has been revised to include additional language and options regarding "bad debt" and dietary modifications at the request of clients due to audits.

These revisions should be considered for adoption.

**Policy 8510 - Wellness (Revised)**

This policy has been revised to include U.S. Department of Agriculture ("USDA") requirement to include the overall nondiscrimination language and to add other USDA guidance regarding wellness options throughout district operations.

**Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)**

This policy is recommended for deletion, as the provisions for transportation have been included in Policy 2340 - Field and Other District-Sponsored Trips.

District specific policy revisions per Kristin Coleman:

**Policy 0171.1 - President**

**Policy 0171.2 - Vice President**

**Policy 0171.3 - Secretary**

**Policy 0171.4 - Treasurer**

**Policy 0172 - Legal Counsel**



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	
Legal	M.C.L. 380.1201 et seq.
Adopted	January 28, 2008
Last Revised	December 17, 2018

#### 0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not ~~dictated~~ required to have a public hearing by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, ~~and or repealed at any meeting of the Board~~ by a majority vote of the Board at a regular or special meeting, after completing two (2) readings at two (2) scheduled meetings. ~~provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that~~ The Board may vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies ~~shall be adopted, amended, repealed, or~~ may be suspended by a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation. ~~Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.~~

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

Revised 6/9/14

© Neola 2018-25





Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Legal	M.C.L.A. 380.1282, 380.1331
Adopted	January 28, 2008

## 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips, (b) extra-curricular/co-curricular program-related trips, (c) overnight trips, and (d) other District-sponsored trips.

### Field Trips

~~The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:~~

- ~~A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;~~
- ~~B. arouse new interests among students;~~
- ~~C. help students relate school experiences to the reality of the world outside of school;~~
- ~~D. bring the resources of the community—natural, artistic, industrial, commercial, governmental, educational—within the student's learning experience;~~
- ~~E. afford students the opportunity to study real things and real processes in their actual environment.~~

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member, approved by the Superintendent and furthers or supplements and an integral part of an educational program as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration.

### Extra-Curricular/Co-Curricular Trips



The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration in accordance with the same procedures used for approving field trips.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

### **Overnight Travel**

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Superintendent in accordance with the District's overnight travel guidelines.

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.

Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

### **Other District-Sponsored Trips**

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

### **Trip Approval Process**

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

### **General Trip Provisions**

The Superintendent shall approve all trips. The Board shall be informed in advance of those field trips and other District-sponsored trips which are out-of-state or keep students out of the District overnight or longer.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.



The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure ~~that~~:

- A. the safety and well-being of students is protected at all times;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. the staff member in charge shall have access to ~~a copy of~~ each student's Emergency Medical Authorization Form; ~~is in the possession of the staff member in charge.~~
- H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
- J. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~his/her~~ the staff member's charge is imperiled or where changes or substitutions beyond ~~his/her~~ the staff member's control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

### **Transportation for Field and Other District Sponsored Trips**

Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	IMMUNIZATION
Code	po5320
Status	
Legal	M.C.L.A. 333.9201 et seq., 380.1177, 380.1177a A.C. 325.176
Adopted	January 28, 2008
Last Revised	June 29, 2015

#### 5320 - **IMMUNIZATION**

The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine- preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations.

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, the vaccines involved, and the time frame the student is not able to get the vaccines, on the appropriate form. ~~on Form 5320-F2.~~
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.

When the District provides information on immunizations, infectious, disease, medications, or other school health issues to parents and guardians of students in at least grades, 6,9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.





Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	USE OF MEDICATIONS
Code	po5330
Status	
Legal	M.C.L. 380.1178, 380.1178a, 380.1179 Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools
Adopted	January 28, 2008
Last Revised	December 17, 2018

#### 5330 - USE OF MEDICATIONS

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

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

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

#### Administration of Prescription and Over-the Counter Drug Products by School Staff

Before any ~~prescribed~~ medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent annually. Both must also authorize any self-medication by the student. Such documentation shall be kept on file in MiStar (electronic file). All medication shall be kept in a locked storage case in the school office. All medication shall be secured and appropriately stored (allowing for quick access and retrieval during school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.



Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, the dosage and frequency to be administered.

### **Administration of Nonprescription Over-the Counter Drug Products by School Staff (must have physicians order for over-the-counter medications)**

Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

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

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

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

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

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

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

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

### **Student Possession of Medication**

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

The provisions of this policy are to be viewed together with the Board Policy 5530-Drug Prevention.

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

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler. ~~(Form 5330-F1e)~~  
and
- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.  
and
- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

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

**General Provisions**

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's ~~his/her~~ parent/guardian to the Principal or other chief administrator of the student's school.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication.

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

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

The district will provide the parent/guardian notice to retrieve any unused medication. If the parent/guardian does not promptly retrieve the medication, the district will appropriately dispose of the medication.

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

© Neola 201825





Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	
Legal	M.C.L. 380.1178, 380.1179, 380.1179A Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School
Adopted	June 9, 2014
Last Revised	August 28, 2023

#### 5330.01 - **EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Commencing with the 2014-15 school year, e~~ Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of ~~the School Nurse Assistant Superintendent/Chief Financial Officer, Personnel & Student Services~~ to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Assistant Superintendent/Chief Financial Officer, Personnel & Student Services shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

#### **Individuals Qualified to Administer**

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. ~~The persons authorized to use the District maintained Epi Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.~~

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

#### **Students to Whom Injections May Be Administered**

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

### Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall immediately contact 911, then promptly notify the building principal, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Assistant Superintendent of ~~E-Supt./Chief Financial Officer~~, Personnel & Student Services. The report shall include whether the school's or student's Epi-Pen was used, how many injections were given, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Assistant Superintendent of ~~E-Supt./Chief Financial Officer~~, Personnel & Student Services shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

T.C. 8/28/23

© Neola 201425



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	PERSONNEL FILES
Code	po8320
Status	
Legal	M.C.L. 423.501 et seq
Adopted	January 28, 2008
Last Revised	December 15, 2021

#### 8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Assistant Superintendent ~~offer~~ Personnel. A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

An employee may review their personnel record upon written request with an administrator present.

The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

The personnel files may be reviewed annually and material no longer required may be destroyed.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11-inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

### **Records Retention**

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.





Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	FOOD SERVICES
Code	po8500
Status	
Legal	<p>Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.</p> <p>Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.</p> <p>M.C.L. 380.1272, 1272a, 1272d et seq.</p> <p>7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015</p> <p>42 U.S.C. 1758, 1760</p> <p>OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)</p> <p>SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs</p>
Adopted	January 28, 2008
Last Revised	August 28, 2023

#### 8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

~~The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.~~

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.



The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

## **Dietary Modifications**

### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Diets Coordinator who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

### **Disability Accommodation Grievance Procedure**

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Building Principal and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, the decision is final.

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.



### Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following: the School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

### IMPLEMENTATION AND DISCONTINUATION

#### Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

#### Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

#### Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

~~The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.~~

~~The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

#### Substitutions

~~If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).~~



~~If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

~~For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.~~

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Student Nutrition Director and the Chief Financial Officer. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food service accounts shall be made by the ~~Assistant Superintendent/~~Chief Financial Officer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable.~~

~~Bad debt is uncollectible/delinquent debt that has been determined to be uncollectible by the end of the school year in which the debt was incurred. If the uncollectible/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the district general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).~~

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.~~

~~This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;



- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines and may be vended in accordance with Board Policy 8540.

~~The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.~~

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

#### **Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 5/23/11  
Revised 12/14/15  
Revised 6/6/16  
Revised 6/12/17  
Revised 6/10/19  
Revised 5/19/21  
T.C. 8/28/23

© Neola 20215



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	WELLNESS
Code	po8510
Status	
Legal	42 U.S.C. 1751, Sec. 204 42 U.S.C. 1771 7 C.F.R. Parts 210 and 220
Adopted	January 28, 2008
Last Revised	May 19, 2021

#### 8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Hartland Consolidated School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals in an effort to enable students to establish good health, healthy nutrition, and physical activity habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
3. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
4. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate and enjoyable.

5. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, the District shall:

**1. Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- c. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- d. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

**2. Physical Activity**

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.
- c. In addition to planned physical education, the school may provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall encourage students to increase their consumption of healthful foods during the school day.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.



- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte, or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, unless an exemption has been granted.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards approved by the Principal.
- G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- I. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- J. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

~~The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.~~

~~The Wellness Committee shall be responsible for:~~

- ~~A. assessment of the current school environment;~~
- ~~B. review of the District's wellness policy;~~
- ~~C. presentation of the wellness policy to the school board for approval;~~
- ~~D. measurement of the implementation of the policy;~~
- ~~E. recommendation for the revision of the policy, as necessary.~~

~~Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.~~

~~The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.~~

~~The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children (i.e., Community Life) and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.~~

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's website.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**Mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**Fax:**

(833) 256-1665 or (202) 690-7442; or

**E-mail:**

[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 4/13/15

Revised 6/12/17

© Neola 20215





Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS - RESCIND
Code	po8640
Status	
Adopted	January 28, 2008
Last Revised	June 10, 2019

#### ~~8640 — TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent or designee.~~

~~For District transportation involving co-curricular, athletic, and other extra-curricular trips, the District will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization from the designated fund.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or chaperones approved by the administration. Any time students are on the vehicle, at least one (1) chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the appropriate administrator.~~

~~No student is allowed to drive on any trip. An exception may be made by the appropriate administrator on an individual basis provided the student has written parental permission and does not transport any other student.~~

~~The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~

© Neola 2019



Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	PRESIDENT
Code	po0171.1
Status	
Adopted	January 28, 2008

#### 0171.1 - **PRESIDENT**

The President of the Board of Education shall:

- A. preside at all meetings of the Board, and act as the decision maker on procedural issues, unless overruled by a majority of the Board;
- B. work cooperatively with the Superintendent in planning agendas for board meetings;
- C. sign correspondence as authorized by the Board or required by law;
- D. serve as the Board's spokesperson unless another person is designated by the Board;
- E. consult legal counsel on school related matters relevant to the Board; investigate or retain legal counsel or qualified investigators to investigate concerns regarding the Superintendent or other Board members;
- F. establish all Board committees and appoint the members;
- G. appoint a temporary secretary, in the absence of the secretary, who shall sign the minutes of the public meeting;
- H. cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;
- I. perform other duties as may be authorized by the Board, or required by law, or appropriate to the office of the President.

© Neola 2025



Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	VICE-PRESIDENT
Code	po0171.2
Status	
Adopted	January 28, 2008

#### 0171.2 **VICE-PRESIDENT**

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties as may be authorized by the Board, or required by law, or appropriate to the duties of the office of the Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, or when the President is temporarily or permanently incapacitated or unable to perform the duties of the president, succeed to the office of President and perform all duties of the President until the president is able to resume the duties or a successor is appointed to the Board for the balance of the unexpired term.

© Neola 2025-15



Book Policy Manual  
Section POLICY UPDATES 7-2025  
Title SECRETARY  
Code po0171.3  
Status  
Adopted January 28, 2008

#### 0171.3 - **SECRETARY**

The Secretary of the Board of Education shall:

- A. act as clerk at meetings of the Board;
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. be the chief election officer of the District with authority to delegate election duties to a member of the administrative staff;
- D. prepare the annual report of the District and other reports required by the State Board;
- E. draw and sign orders upon the ~~the District's Treasurer~~ for money to be disbursed by the School District, in the event the Treasurer is unable to perform such functions; and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;
- F. preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;
- G. perform other duties required by law or by the Board.

© Neola 2025~~15~~



Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	TREASURER
Code	po0171.4
Status	
Legal	M.C.L.A. 380.1221
Adopted	January 28, 2008

#### 0171.4 - **TREASURER**

The Treasurer of the Board of Education shall:

- A. have care and custody of all monies of the School District and ~~the Treasurer shall~~ deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;
- B. keep proper books of account;
- C. keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
- D. pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
- E. draw and sign orders upon the district's treasury for money to be disbursed by the district;
- F. perform other duties as may be authorized by the Board, or required by law or appropriate to the duties of the office of treasurer, unless these duties have been delegated by the Treasurer to members of the district staff. ~~may prescribe in its bylaws relating to the administration of School District funds.~~

© Neola 2015





Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	LEGAL COUNSEL
Code	po0172
Status	
Adopted	January 28, 2008

#### 0172 - **LEGAL COUNSEL**

The Board of Education may employ an attorney to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

The Board will contract with the Thurn Law Firm, P.C. for general legal counsel services and any additional legal firms necessary for guidance on specialty services appropriate for conducting the business of the District.

The Board President or the Superintendent may contact District legal counsel directly on behalf of the Board or the District. As the spokesperson for the Board (By Law 0143.1), the Board President, or Vice President if the President is not available, shall be the contact person for all legal matters of the Board. Board members interested in soliciting legal opinions will work through the Board President on such requests.

The Superintendent will immediately inform the Board when the cost of legal services for a single matter is expected to exceed \$10,000. The Superintendent will create procedures to which other District administrators may directly contact legal counsel and will notify legal counsel of these procedures.

© Neola ~~2025~~2015



## **Designation of Legal Counsel Resolution**

### **Hartland Consolidated Schools**

WHEREAS, the Hartland Consolidated Schools requires legal counsel for governance, compliance, and other matters; and

WHEREAS, HCS Bylaws (po0172) empower the Board of Education to employ attorneys to represent the School District and the Board of Education and render legal services for the welfare of the School District; and

WHEREAS, designating legal firms and clear procedures ensures transparency and efficiency.

NOW, THEREFORE, BE IT RESOLVED that, effective immediately, the following firms are authorized to perform legal services for the Hartland Consolidated Schools Board of Education:

- Abdnour Weiker, LLP, Bloomfield Hills, MI
- Clark Hill, Birmingham, MI
- Collins & Blaha, PC, Farmington Hills, MI
- Kallman Legal Group, Lansing, MI
- Keller Thoma, PC, Southfield, MI
- Miller Canfield, Ann Arbor, MI
- The Allen Law Group, PC, Detroit, MI
- Thomas More Law Center, Ann Arbor, MI
- Thrun Law Firm, PC, Novi, MI

BE IT FURTHER RESOLVED that, the Superintendent is authorized to enter Retainer Agreement at direction of the Board President, or any two board members request within the normal boundaries and limits of District procurement policies and procedures. Retainer Agreements exceeding these financial limits shall require a vote of the Board of Education,

BE IT FURTHER RESOLVED that the School Board President, Superintendent, or any two board members shall have the capability to initiate contact with authorized legal service providers for the purpose of getting legal advice regarding matters that relate to the welfare of the School District, provided that notice is given to the entire board at the next regularly scheduled Board Meeting and any written opinions are shared with the entire Board of Education prior to that meeting.

Book	Policy Manual
Section	2000 Program
Title	Parental Notification and Opt-Out Policy for Trainings and Assemblies
Code	TBD
Status	Drafted by Jeff Scott to be presented for first reading 4/21/25
Legal	M.C.L. 380.10
Adopted	N/A
Last Revised	N/A

## **2XXX - Parental Notification and Opt-Out Policy for Trainings and Assemblies**

Hartland Consolidated Schools recognizes the importance of parental involvement in education; therefore, the district shall notify parents and legal guardians in writing at least fourteen (14) days prior to any trainings, assemblies, special events, or special programs occurring during school hours. The notification will include the date, time, purpose, and a brief description of the event or training content, grant the parent/guardian the opportunity to observe the training, and advise the parents of their rights to have their child excused. Along with the notification, the district shall provide a standardized opt-out form and an electronic method (e.g. email or online portal) for parents or guardians to submit their opt-out request.

Parents or guardians may exercise their right to excuse their student from the training by submitting the opt-out form or using the electronic opt-out prior to the scheduled event. In such cases, the school will provide an alternative supervised activity or assignment for the student during that time.

The district is committed to upholding this policy. Any violation, including failure to provide timely notification or the required opt-out options, must be reported to the Board of Education by the Superintendent within 24 hours of the occurrence. This policy ensures transparency, accessibility, and accountability while respecting parental rights and maintaining a supportive educational environment.



## **Opt-Out Policy for Activities During the School Day Outside of Academic Instructional Time**

Hartland Consolidated Schools recognizes the importance of working with parents in support of their child's education. Outside of the academic instructional learning time, students will have the opportunity to participate in activities that support their learning, give real life context to what they learned in the classroom, or support their future goals and aspirations. These learning experiences may include activities such as field trips, assemblies, special events and programs, and guest speakers.

When such activities are planned, the district and/or building will communicate the specifics of the activity to parents/guardians. Information will include the date, time, purpose and description of the activity. Should a parent/guardian have concerns about the activity and to ensure complete transparency, the following procedure will be adhered to:

- 1) Parents contact the principal and/or teacher.
- 2) The principal will meet with the parent and teacher to discuss the concerns, as well as give the principal/teacher the opportunity to share how the specific activity will be presented and what the student will experience during the activity.
- 3) If at the conclusion of the meeting the parent/guardian would like to opt their student out of the activity, the principal and parent/guardian will complete a standardized opt-out form together to ensure all parties are on the same page. The opt-out form will include the activity to be opted-out, the reasons for the opt-out, the student's name and grade, and the parent signature.
- 4) The principal, teacher and parent/guardian will discuss alternate plans for the student during the time of the activity.



## Resolution Requiring Searchable PDF Format Documents

### Hartland Consolidated Schools

WHEREAS, the Hartland Consolidated Schools Board of Education believes transparency and accessibility is fundamental to effective governance and public engagement in the operations of the School District; and

WHEREAS, the Board of Education is committed to ensuring that all stakeholders, including board members, parents, staff, teachers, and community members have access to information shared by District Administrators; and

WHEREAS, documents in searchable PDF format allow for efficient navigation, text searching, and accessibility for individuals using assistive technologies; and

WHEREAS, existing District technology makes it feasible for administrators to produce searchable PDFs without undue burden.

NOW, THEREFORE, BE IT RESOLVED that, all documents (other than text emails) prepared, submitted, or shared by the Central Office District Administrators with the School Board and/or with the General Public, including but not limited to reports, agendas, minutes, budgets, policies, and informational materials shall be provided in a searchable PDF Format.

BE IT FURTHER RESOLVED that in cases where a searchable PDF cannot be produced, administrators shall provide a written explanation to the School Board and, where feasible, include text-based alternative transcripts or summaries.

*Adopted*  
RESOLVED this ~~11<sup>th</sup>~~ day of August, 2025.

---

President

---

Secretary