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Section 2000 – General School Administration

2020 Administrative Organization 2020

The legal authority of the Board shall be transmitted through the Superintendent to other positions through an approved organizational structure.

The Superintendent shall be responsible for keeping the administrative structure of the District up-to-date as to the goals, curricula, instructional arrangements, and services change, and shall recommend revisions in the structure to the Board.

The Superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval.

Approved: March 14, 2011

2030 District Authority 2030

The Board recognizes that many of the subject topics found in this policy manual may be subject to negotiations under the Michigan Public Employment Relations Act. It is not the intent of the Board to, in any way, circumvent the negotiations process, but, rather, to establish direction and general and long-range operational procedures for the care and custody, establishment, maintenance, management and carrying on of the public schools and property of the District as authorized under current law.

Whenever the word "Superintendent" or "Principal" appears in these policies and rules, the words "or designated representative" shall be assumed to follow. The delegation of authority of administrative actions does not relieve the Superintendent of the responsibility of the actions of such designated representatives.

Approved: March 14, 2011
LEGAL REF: MCL 380.11a

Section 2000 – General School Administration

2100 School Superintendent 2100

The Superintendent shall be the chief administrative head of the District and shall have, under the direction of the Board, general supervision of all of the public schools and of all the personnel and various personnel departments of the District. The Superintendent is responsible for the management of the schools under Board policies and is accountable to the Board.

The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Approved: March 14, 2011

2105 Board/Superintendent Relationship 2105

The Board of Education establishes policy and the Superintendent administers those policies. Policy should not be originated or changed without the input of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrative officer of the District, is the primary professional advisor to the Board. He/She is responsible for the development, operation, and supervision of the school program and facilities. The Board retains oversight supervision of such procedures.

The Superintendent, and those administrators directed by the Superintendent, shall attend all meetings of the Board, when feasible. Administrative participation shall serve as professional counsel, guidance, and recommendation, as distinct from deliberation, debate, and voting of the Board.

The Board is responsible for determining the success of the Superintendent in meeting the goals mutually agreed upon by the Board and Superintendent through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on objective outcomes rather than on subjective opinions.

The Board and Superintendent are free to develop the type of working relationship that best suits their respective needs and the needs of the District. It is implicit that this relationship be based upon mutual trust and respect.

Approved: March 14, 2011

2110 Superintendent Qualifications 2110

The Superintendent shall have:

- Earned at least a master's degree from an approved institution of learning with graduate study in educational administration (although a doctor's degree is not required, work toward the degree is considered desirable);
- Hold a current voluntary Michigan School Administrator's Certificate valid for the position of Superintendent of Schools;
- Acquired at least three years of successful experience in teaching and in the administration of schools;
- Established himself/herself as an educational leader in the profession through active participation in a variety of areas; and
- Be knowledgeable in the use of educational technology, both at the personal and professional levels, and shall present evidence of being a technology leader in education.

Approved: March 14, 2011
LEGAL REF: MCL 380.1229; 380.1246; 380.1536

2120 Duties of the Superintendent 2120

Essential Duties

The essential duties and responsibilities of the Superintendent shall be to:

1. Serve as administrative head of the entire District and chief executive officer of the Board, in charge of both educational and business functions;
2. Keep the Board continually informed on the progress and condition of the schools;
3. Carry out policies and rules of the Board;
4. Initiate matters of educational policy and to make definite recommendations thereon;
5. Recommend the number and types of positions required to provide proper personnel for the operation of education programs;
6. Nominate for appointment, assignment, transfer or termination and to define the duties of all personnel, subject to approval of the Board;
7. Recommend, in writing, the teachers necessary for the schools;
8. Suspend a teacher for cause until the Board may consider the suspension; and
9. Be responsible for development of long term planning and for implementing all pertinent aspects of the District's strategic plan to the extent possible.

General Duties

The general duties of the Superintendent shall be to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs;
2. Supervise the preparation of the annual budget and to recommend it to the Board for consideration;
3. Advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the District;

4. Conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings;
5. Assure that District finances are credited with interest earned by tax money on deposit with the county Treasurer by executing written agreement with the county Treasurer;
6. Put into practice the educational policies of the Board;
7. Supervise and direct the work of the teachers and other employees of the Board;
8. Classify and control the promotion of students;
9. Recommend to the Board the best methods of arranging the courses of study;
10. Recommend to the Board the proper textbooks to be used;
11. Make written reports to the Board within the context of regularly scheduled Board meetings;
12. Make written reports to the state;
13. Assist the Board in matters pertaining to the general welfare of the District; and
14. Perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved: March 14, 2011
LEGAL REF: MCL 380.653, 380.654, 380.1229; 380.1246

2130 Superintendent Succession Planning and Recruitment (Cf. 5020) 2130

The Board is committed to maintain a state of readiness for the orderly transition of leadership and the achievement of the District's mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

When a vacancy in the Superintendency occurs, the Board shall recruit aggressively on its own, or hire the Michigan Association of School Boards or other consultant, in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to carry out the duties of the Superintendent successfully.

The Board shall solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Michigan and throughout the United States.

Applications for the Superintendency shall be screened, and those candidates who appear to be most promising shall be interviewed.

Approved: March 14, 2011
LEGAL REF: MCL 380.1246

2140 Superintendent Appointment 2140

All contract offers of employment to, or continued employment of, the Superintendent shall be made by the Board contingent upon review of the contract by the Board's legal counsel and subject to final approval by the Board.

The Superintendent will be offered a written contract not to exceed five years. The Board shall not award tenure to the Superintendent in said position or in any other administrative position in the District.

The Superintendent's contract shall be considered for renewal at a meeting prior to the April Board meeting in the final year of the contract. It is the responsibility of the Board President to see that the Superintendent's contract is properly executed and signed. A copy of the contract shall be on file at the Board office. The contract shall contain a provision excluding the Superintendent from attaining tenure in the administrative position.

Approved: March 14, 2011
LEGAL REF: MCL 15.268(8f); 38.91; 380.1229; 380.1246

Section 2000 – General School Administration

2150 Compensation and Benefits 2150

Compensation and benefits of the Superintendent shall be determined annually by the Board and will be based on the Superintendent's performance in relation to his/her ability to carry out the mission, goals, policies and budget of the District.

Approved: March 14, 2011
LEGAL REF: MCL 380.1250

2170 Professional Development Opportunities-Superintendent 2170

The Board shall offer the Superintendent encouragement and assistance for his/her professional development. The Board shall encourage him/her to attend educational conferences, seminars, workshops and other professional meetings; visit other school systems; and use other means to keep abreast of modern educational thought and practice.

Approved: March 14, 2011
LEGAL REF: MCL 380.1246(2); 380.1254; 380.1525; OAG, 1979-1980, No 5272, p 365 (February 24, 1978)

2200 Consulting Activities 2200

The Superintendent shall devote his/her time, skill, labor, and attention to the direction and supervision of the District, and shall not be engaged in any other business during the term of his/her employment. By agreement with the Board, the Superintendent may undertake, for remuneration, consultative work, speaking engagements, writing, lecturing, membership and office in educational organizations, or other professional duties and obligations.

Approved: March 14, 2011

2220 Residency Requirements 2220

The Board prefers to hire a Superintendent and other administrators designated by the Board, who reside, or will commit to reside, within a 20-mile radius of the District boundaries, subject to state law. Said preference will be noted during the recruitment and selection process for a Superintendent and other administrators designated by the Board.

When a non-resident is selected as the Superintendent, or other administrator designated by the Board, it shall be a negotiated condition of the contract offered that he/she shall have 365 days from the beginning of the contracted date of employment to establish residency within a 20 mile radius of the District boundaries subject to state law.

Non-Compliance - Superintendent and Other Administrators

A non-resident Superintendent, or other administrator designated by the Board, either newly appointed or promoted, except those specifically exempted by law, who fails to take up residence within a 20 mile radius of the District's boundaries within one year from the date of his or her appointment or, if an extension is granted, by the extended date, shall be terminated at the end of the first school year in which statutory and other required notices of termination of employment can be timely given.

Approved: March 14, 2011
LEGAL REF: MCL 15.601, 602 *et seq.*

2250 Superintendent Evaluation 2250

The Board shall evaluate the Superintendent, at least annually, using the criteria and an evaluation process mutually agreed upon by the Board and Superintendent. If mutual agreement cannot be reached, the Board shall proceed with the Superintendent's evaluation using criteria that includes the District's attainment of the goals adopted by the Board, the Superintendent's completion of personal job goals that have been established, the manner in which day-to-day operations of the District are handled, Board-Superintendent relations, staff and community relations, and the degree to which the Superintendent fulfills the responsibilities set forth in the job description and duties for that position. The criteria and process adopted by the Board should be communicated in advance to the Superintendent.

An appraisal instrument may be used by the Superintendent as a self-evaluation instrument prior to the Board's summary evaluation. Such self-evaluation can be presented to the Board by the Superintendent at an evaluation meeting held as allowed under current law.

Prior to the summary evaluation meeting, individual Board members shall complete his or her evaluation of the Superintendent. The Board and Superintendent may meet in closed session, at the option of the Superintendent, for the summary evaluation. The Superintendent shall have an opportunity to respond to the Board's summary evaluation either orally or in writing at the Superintendent's discretion.

After the Superintendent's summary evaluation has been prepared by the Board, the Board shall adopt, by vote, the summary evaluation at an open meeting. After the Board's adoption, the Superintendent's summary evaluation shall be made available as provided under current law.

The Superintendent's summary evaluation and any rebuttal thereto shall be retained in the Superintendent's personnel file as a matter of record.

The evaluation procedure shall be on file at the District office.

Approved: March 14, 2011
LEGAL REF: MCL 15.268; 15.243(1) (m); OAG, 1977-1978, No 5262, p 338 (January 31, 1978); OAG, 1979-1980, No 5608, p 496 (December 17, 1979); OAG 1981-1982, No 6091, p711 (August 18, 1982); OAG, 1989-1990, No 6668, p 409 (November 28, 1990)

2270 Resolution Regarding Employee Resignations 2270

The Board authorizes and directs the Superintendent, and his/her designee(s), to accept all employee resignations on behalf of the District. Those persons, whom the Superintendent may wish to designate as being authorized to accept resignations, shall be so notified in writing by the Superintendent. Upon acceptance of an employee's offer of resignation by the Superintendent (or designee), the resignation shall be irrevocable without the need for further action by either the Board or the resigning employee. The Superintendent shall inform the Board of any resignations on a monthly basis.

Approved: March 14, 2011
LEGAL REF: MCL 38.111; 380.11(a); 380.1231

2400 Administrative Personnel (Central Office and Building Level) 2400

The Board shall employ such administrative personnel, as the needs of the District require.

Compensation Guides and Contracts

All administrative personnel shall be compensated for their services in conformity with an administrative salary as determined by the Board.

Qualifications and Duties

The Superintendent shall develop appropriate job descriptions for each administrative position in the District. Such documents shall be filed in the central office.

Recruitment and Selection of Administrators

The Board delegates to the Superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. The Board reserves the right to reject all recommendations.

Assignment

Assignment of administrative personnel shall be recommended by the Superintendent subject to approval of the Board. Should a majority of the Board decide to override the decisions or recommendations of the Superintendent regarding administrative assignments within the District, the reasons therefore shall be transmitted to the Superintendent in writing.

Orientation

The Superintendent shall conduct an appropriate administrative orientation program designed to acquaint such personnel with the District, Board policies, duties and responsibilities and other such activities as time and the needs of the District require.

Supervision

The Superintendent shall be responsible for the supervision of all administrative personnel.

Time Schedules

Administrative time schedules and workloads will be dictated by the terms of the employment contract and by assigned responsibilities.

Temporary Administrators

The Superintendent and building Principals shall designate a staff member to serve as chief administrator of the District or building in his/her absence.

Personnel

The administrative staff shall fill only those positions authorized by the Board.

Travel Expense

Travel expense for administrative staff shall be provided in accordance with 3600.

Approved: March 14, 2011
LEGAL REF: MCL 38.91; 380.1536

2430 Administrative Evaluation (Cf. 2250, 5520) 2430

All administrative personnel shall be evaluated in writing annually by the Superintendent. Board discussion on an administrator's evaluation can be held in either a closed or open Board meeting as decided by the administrator. The administrator's evaluation shall be made available to those authorized by law when so requested.

Approved: March 14, 2011
LEGAL REF: MCL 15.231-244; 15.268; 380.1229

2430 Administrative Evaluation (Cf. 2250, 5520) 2430

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

A. Evaluates the school administrator's job performance at least annually while providing timely and constructive feedback;

B. Establishes clear approaches to measuring student achievement and provides school administrators with relevant data;

C. Evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor. For these purposes, student growth shall be measured by national, state, or local assessments and other objective criteria;

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

1. The effectiveness of school administrators, so that they are given ample opportunities for improvement;

2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.

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

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

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

Approved: March 14, 2011
LEGAL REF: M.C.L.A. 380.1249

2450 Non-Discrimination and Complaint Procedure (Cf. 5030, 8015) 2450

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, sexual orientation, political beliefs or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education
East Lansing Public Schools
509 Burcham Drive
East Lansing, Michigan 48823
(517) 333-7427

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, sexual orientation, political beliefs, or marital status should be directed to:

The Superintendent of Schools
East Lansing Public Schools
841 Timberlane St.
East Lansing, MI 48823-2942
(517) 333-7420

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education
East Lansing Public Schools
841 Timberlane St.
East Lansing, MI 48823-2942
(517) 333-7420

All other inquiries related to discrimination should be directed to:

Superintendent of Schools
East Lansing Public Schools
841 Timberlane St.
East Lansing, MI 48823-2942
(517) 333-7420

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint.

Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education and then to all members of the Board. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: March 14, 2011
LEGAL REF: Included in Text

2550 Handbooks and Other Publications 2550

The Board of Education delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall be consistent with the policies adopted by the Board.

Staff and student handbooks considered necessary for the effective administration of the schools shall be distributed to employees, students and/or their parent(s)/ guardian(s). A copy of each handbook shall be on file in the District offices.

The provisions of these administrative guidelines and handbooks shall be consistent with Board policies as well as State and Federal law. Insofar as this requirement is met, these guidelines and handbooks will be considered an extension of the policy manual and therefore binding on all employees and students. The administrative guidelines shall be included in each policy manual.

The Superintendent shall review all handbooks prior to publication to ensure that the contents conform completely to Board policy and current law.

Approved: March 14, 2011

2560 Consultants (Cf. 1220) 2560

The administrative and supervisory staff of the District shall encourage the use of professional consultants and other resource persons when such consultative services will be helpful in the improvement of the educational program in the District. All compensated consultants shall be approved by the Board prior to the invitation and arrangement for visitation by such person or persons to the District except when such compensation is within the amount specifically budgeted.

Consultants shall exercise no administrative authority over the work of employees, but shall act only as advisors in those fields in which they are qualified to offer assistance and for which they are employed.

All consultants shall be hired based on a written contract.

Approved: March 14, 2011

2590 Professional Development Opportunities-Administrators 2590

Administrators of the District shall make every effort to stay abreast of the latest developments in their respective fields. The Board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops, or other activities, which will directly benefit the District's schools. Expenses of registration fees, room and board, travel and other incidental expenses will be paid by the District to attend state, national and local meetings approved by the Superintendent in accordance with money budgeted for this purpose; to attend periodic in-service workshops sponsored by the District; to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

Approved: March 14, 2011
LEGAL REF: MCL 380.1525

Section 2000 – General School Administration

2700 Policy Implementation 2700

The administrative staff shall carry out and enforce all policies duly adopted by the Board and all regulations of state authorities.

Failure of any administrative employee to implement the policies of the Board may result in suspension, demotion, probation, or other action in accordance with procedures set forth in these policies and rules.

Approved: March 14, 2011

2750 Administrative Rules (Cf. 1570) 2750

The Superintendent has the responsibility for developing required rules/ regulations and procedures to carry out Board policies and to operate the District's schools. These rules/regulations and procedures shall constitute the administrative regulations governing the schools and may be considered for approval, modification or rejection by the Board as the situation warrants.

Staff Involvement

In the development of rules/regulations, procedures and arrangements for the operation of the District, the Superintendent shall include at the planning stage representatives of those employees who will be affected by such provisions.

The Superintendent shall develop procedures utilizing certified and non-certified employees for the ready exchange of ideas regarding the operation of the District. He/She shall carefully consider the advice given by employees especially that given by groups designated to represent large segments of the staff, and shall inform the Board of such counsel in presenting reports of administrative action and in presenting recommendations for Board action. (See also 5140)

Community Involvement

The Superintendent may involve District community members on committees or study groups whenever necessary and when participation of community members may materially aid in the solution of District problems or enhance the submission of recommendations of proposed Board action. (See also 5175 and 7175)

Student Involvement

The Superintendent may include students in the formulation of administrative rules affecting students.

Section 2000 – General School Administration

Rules Adoption

All administrative rules/regulations or procedures that originate from the administrative staff must be approved by the Superintendent. All administrative rules/regulations or procedures recommended by the Superintendent shall be reviewed but need not be approved by the administrative staff before implementation.

Rules Dissemination

Copies of administrative rules/regulations or procedures shall be given to those employees who play a role in enforcing the rules or who will be affected by the rule changes.

Administration in Policy Absence

In cases of an emergency in which action must be taken within the District, where the Board has provided no guides for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to review by the Board at the next Board meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of any need for policy.

Approved: March 14, 2011
LEGAL REF: MCL 380.11a

2760 Indemnification - Board Members and Others 2760

The District may agree to indemnify, save harmless and defend a current or prior Board member, Superintendent or other administrator from claims, actions, suits, civil or criminal, and judgments caused by his/her action if the action was:

- Taken in good faith which in the course of employment, or serving on the Board; and
- Within the scope of his/her authority.

Approved: March 14, 2011
LEGAL REF: MCL 691.1408

2780 Administration of Medications by School Personnel (Cf. 8670) 2780

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of "medication" is adopted for use in this District: "Medication," includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent(s)/guardian(s) and physician. The pupil's parent(s)/guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil must accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician's instructions for administration shall be renewed every school year.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10). Students who "self administer" medications shall be responsible for returning any such wastes to their home for disposal. The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

Each building shall have a plan for handling medical emergencies.

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil's parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

Self-Administration/Self-Possession of Medications

The following definition of "self-administration/self-possession" is adopted for use in this District: "Self-administration" means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardian(s). For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardian(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179).

A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

Diabetic Emergencies

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

Management of Students with Asthma in the School Setting

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education will be distributed to all staff and shall be posted on appropriate bulletin Boards in school buildings.

Exercise Induced Asthma Attacks

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staffs who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

The Superintendent will promulgate rules and guidelines to implement this provision.

School Staff Training

All individuals designated or authorized to administer medication are required to receive in-service training on all District policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

Storage and Access to Medications

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration. Medications shall be stored in a school location that is kept locked. However, emergency medications may be stored in an area readily accessible to the individuals designated to administer them. All controlled-substance medications will be counted and recorded upon receipt from the parent(s)/guardian(s). The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count shall be reconciled with the medication administration log/record.

Record-Keeping of Medications

A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log). The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Approved: March 14, 2011

LEGAL REF: MCL 380.1178; MCL380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

2790 School Safety Information Policy Implementation 2790

The Superintendent is hereby designated as the official District contact person for receiving information from law enforcement,[1] prosecutors, and courts relative to any matters concerning school crime and violence in the East Lansing School District. The Superintendent shall see that a file of all incident reports or law enforcement records is kept in accordance with law and the Statewide School Safety Information Policy.

Incidents to be Reported

Reportable incidents for purposes of this policy shall be those as listed in the "Index of Reportable Incidents" as found in the School Safety Response Guide published in the Statewide School Safety Policy. Incidents reported involving students of the District shall be reviewed under the District's Student Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

Michigan Statewide Unsafe School Choice Policy

The Board directs the Superintendent to comply with the Michigan Statewide Unsafe School Choice Policy for schools that receive funds under the No Child Left Behind Act of 2001 (NCLB of 2001.) All reports mandated by the state policy shall be distributed to the Board before being forwarded to the ISD and/or the state. The Superintendent may enact rules to implement compliance with the state policy.

Should any school receiving funds under NCLB of 2001 be designated, “persistently dangerous,” as defined by the state policy, the required, “corrective action plan,” shall be prepared and presented to the Board for review and approval. The Superintendent shall also insure that the transfer and notice requirements found in the state policy is implemented, and that the Board is kept informed of any transfers that are made.

[1] For the purposes of this policy, "law enforcement" means: A regularly employed member of a police force of a city, county, township or village, the Michigan State Police, or a Michigan Indian tribal police force, who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of this state.

A copy of the current Statewide Unsafe School Choice Policy shall be provided to each member of the Board, and a copy of the current policy shall be available in the District office.

Community Meetings

It shall be the responsibility of the Superintendent to set appropriate meetings with representatives of the community regarding the implementation of the Statewide School Safety Information Policy and to call an annual meeting to review the effectiveness and review the procedures developed within this District's local School Safety Information Policy. Results of those meetings shall be shared with the Board as requested.

Local Agreement to Share School Safety Information

The East Lansing Public Schools shall endeavor to enter into an agreement with local Districts to share school safety information. The Superintendent shall contact other school Districts within Ingham County in an effort to solicit their commitment to such an agreement. The agreement, once reached, shall be brought to the Board for final approval and adoption. *(A "Sample Local Agreement" appears in the Statewide School Safety Information Policy document.)*

Approved: March 14, 2011
LEGAL REF: MCL 380.1308; NCLB

2800 Records 2800

The District shall establish and maintain a system of records as required by law as necessary or pertinent to the performance of any function related to the operation of the District.

In addition to those records required to be kept by law, the Superintendent shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the District.

Records shall be stored as a blend of printed, bound and electronically recorded (i.e., audio tape, video tape, micro-fiche, computer disk) material.[2] The securing, cataloging and storing of all records shall be the responsibility of the Superintendent.

Approved: March 14, 2011
LEGAL REF: MCL 380.601a; 380.623; 380.862; MDE Bulletin 522 – Records Retention and Disposal Schedule for Michigan Public Schools, revised Sept. 2006

[2] MDE Bulletin 522 revised Sept. 2006. **Record Maintenance** Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records **[this includes District email records**] need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, school districts should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, MCL 24.401-24.406) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. **Public Disclosure** Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of various state and federal laws. Please consult with your attorney if you need additional information. **Suspending Destruction** School districts must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an investigation or litigation has commenced. If relevant records exist in electronic formats (such as **e-mail**, digital images, word processed documents, databases, backup tapes, etc.), the school district may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

2810 Public Review and Inspection of Records 2810

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve as FOIA coordinator for the District. Inspection of records by the public shall be limited to the regular office hours of the building or office that houses the records. Copies of records, which are not exempt from disclosure, will be available on request.

Fees

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first $20.00 ~~is~~ of fees incurred in a school fiscal year:

a) A news media organization for dissemination to the general public;

b) A member of the Board;

c) A minor for use in a school or community organization civics project (ex. Boy Scout Citizenship merit badge); and/or

d) Other person(s) designated by the Board.

Appeals

If a request for disclosure of record(s) is denied, procedures for appeal of the decision shall be provided along with the denial.

Approved: March 14, 2011
LEGAL REF: MCL 15.231 *et seq*. (Freedom of Information Act)

2850 Reports 2850

The Board may require reports from the staff concerning the operation and needs of the District.

Types

The Superintendent shall prepare and submit to the Board an annual report summarizing the operations of the District for the preceding school year. The Superintendent may present a monthly budget report to the Board.

The Superintendent's annual report shall be submitted to the Board 30 days after the end of the school year. In the event the Superintendent resigns or otherwise leaves the District, he/she shall complete and submit the annual report to the Board prior to final payment of compensation under his/her employment contract.

The Board delegates to the Superintendent the authority to request certain reports from the District's staff concerning the operation of the District or on any subject relating to the educational program of the District.

Dissemination

The Board, upon request, shall receive copies of all reports submitted to the Superintendent. Copies of staff reports may be sent to staff members for their confidential use at the discretion of the Superintendent.

Approved: March 14, 2011