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GENERAL POLICY STATEMENT

The focus of the school system is on the learner, the student. Educational development toward the district's exit outcomes is the central concern of the Board's policies and the administrative regulations.

The Board will attempt to eliminate or ease any limitations of facilities and means that stand in the way of the schools' availability to all who wish to learn in the school district.

The Board complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

SCHOOL SYMBOLS

The Board recognizes that symbols such as school colors, song, motto, flag, and ring frequently play important roles in school life. The Board endorses their selection and identification with the following criteria:

1. Their existence and use support the goals of the school system.
2. They cast no aspersion upon any members of the school and community with respect to color, race, national origin, or creed.
3. No student of the school system is required to support, adhere to, employ, or possess any such symbol.

SAFETY: PERSONAL AND POSSESSIONS

The Board and Superintendent are responsible for proper attention being paid to the safety of pupils.

Principals, teachers, or bus drivers to whom they may delegate their authority are responsible for the safety of pupils enrolled in their schools during the time pupils are enroute to or returning from school, and while they are on the school premises.

It is the responsibility of the principal to arrange for adequate supervision of playgrounds at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

The principal, in cooperation with the police or sheriff's department, shall provide for the safety of pupils. The organization of school patrols shall be encouraged as a valuable aid to safety on and around elementary school grounds.

FIRE DRILLS

Fire drills shall be held in each building in accordance with state law. Order rather than speed shall be stressed in fire drills. Definite instructions shall be furnished to teachers and pupils as to route and manner of exit during fire drills.

Safety Measures

Each teacher shall be familiar with the location of the fire extinguishers and the fire alarm boxes in the building. They shall be responsible for knowing how to use fire extinguishers and how to give the fire alarm signal; the usual exits and line of travel pupils will be expected to follow in case of fire, air raid, or other emergency for every room in which the teacher holds a class; the alternate exits in case the usual exit and line of travel shall be blocked; and the location of first aid supplies and such equipment as stretchers or cots that are available. The teacher shall participate in such programs of instruction in fire and safety precaution as may be organized by members of the administrative staff.

A minimum of 10 drills is required to each school year. However, if weather conditions will not permit fire drills to be held once a month, then at least ten drills shall be held during the school year.

Fire Drill Instructions

1. Alarms should be heard in all parts of the building.
2. No one should have any advance notice of a fire drill.
3. Every fire drill should be regarded as a real fire.
4. Teachers should leave the building with their classes.
5. Every occupant should respond and leave the building.
6. Someone should be delegated to visit restrooms to see that everyone is out.
7. Provisions should be made for assisting crippled children.
8. After leaving the building, teachers should check to see that all pupils are accounted for.
9. Monitors should be appointed from rooms near exits to hold or block doors open.
10. Talking should not be permitted during drills so that orders or directions may be heard.
11. Pupils should move quickly but without running or confusion. Emphasis should be placed on order and discipline rather than speed.
12. Pupils should be conducted to a point sufficiently far from the building so that they will be safe and out of the way of fire apparatus.

TORNADOES

All schools will set up emergency protective procedures to be followed on receipt of civil defense tornado “watch” or “warning.”

Each principal, in cooperation with the coordinator of civil defense, will establish emergency protection procedures which are tailored to his/her building.

ATTENDANCE

All children who reside in the district and are of legal school age are eligible to attend school.

The admission of pupils shall be strictly in accordance with the provisions of the education code.

Because it is recognized that occasionally an educational institution is presented with children of extremely unusual ability during a period in their life that is labeled as pre-school, every effort must be made to provide for full intellectual and social development. To this end, it may be necessary to provide exceptions to the initial enrollment policy for gifted children who are residents of the school district.

The approval of the Board is required for the admission of non-resident pupils.

Establishment of Residency to Attend Spring Lake High School

Any person of majority age who establishes his/her residency in the Spring Lake School District may enroll in Spring Lake High School by presenting a birth certificate and a notarized affidavit declaring his/her resident address and a desire to attend said school.

Kindergarten Entrance Age

Students who move into the district from a school district which offers no kindergarten program but who have reached their sixth birthday prior to December 1 of the year preceding their move into the school district, may at the option of the Superintendent or his/her designee, be placed in the first grade on a trial basis.

LEGAL REF: General School Laws, 380.1147

ADMISSION OF STUDENTS**Resident Students**

In order to establish legal residence for the purpose of attending the Spring Lake Public Schools, a student must meet one (1) of the following conditions:

- A. Be residing (“residing” is defined as living or sleeping under the same roof) with his/her parent(s) or legal guardian (including limited legal guardian) within the School District. In the case of divorced or legally separated parents, the court order or decree governing custody of the child shall control.
- B. Be placed in a licensed home located within the School District by order of a court or direction of a child placing agency.
- C. Be residing with relatives or in a licensed home within the School District because the child’s parent(s) or legal guardian are unable to provide a home for the child, provided that the placement is not for an educational purpose, but is solely for the purpose of securing a suitable home.
- D. Be an emancipated minor and be residing within the School District. Emancipation occurs when a minor is validly married, is on active military duty, or is ordered emancipated by the court of competent jurisdiction.
- E. Be at least eighteen (18) years of age and be residing, independently, within the School District. A student is not residing independently if a student is dependent upon his/her parents for support.

Resident students will be enrolled in the Spring Lake Public Schools without the payment of tuition. Proof of residency will be required for registration in the School District.

School District administrators are hereby authorized to obtain reasonable verification from the student, his/her parent(s) or guardian, and/or the relative or institution with whom the student is purportedly residing that the student meets one of the residency requirements set forth above.

School District administrators are authorized to deny enrollment as a resident student unless and until such verification is provided. Such verification may be obtained annually or at any other time deemed appropriate by administrators. In obtaining such verification, School District administrators may use forms provided for that purpose by the Ottawa Area Intermediate School District or the State Department of Education. Such forms are to be maintained in the student's file.

Non-Resident Students

No student shall be admitted as a non-resident tuition student unless one (1) of the following conditions applies:

- A. The student has completed his/her junior year of high school within the District and desires to complete the senior year within the District, and the written consent of the Superintendent of the district of residency has been secured.
- B. The student participates in a cooperative high school scheduling program developed under the auspices of the Ottawa Area Intermediate School District, the student meets all terms and conditions of that program, and the Spring Lake Superintendent accepts the student as part of that program.
- C. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as students provided their residency is in this Region.
- D. The student's parent(s) or legal guardian are purchasing or building a home within the School District and will be residing there prior to the end of the current school year. Reasonable verification of purchase or construction will be required, together with the written consent of the Superintendent of the district of residency.
- E. The Superintendent of the district of residence and the Spring Lake Superintendent agree in writing that due to unusual and compelling circumstances it is in the best interests of the student to be placed in the Spring Lake Public Schools.
- F. Non-resident students may be accepted into the Adult Education Classes or summer school provided by this District. The District may charge a special fee for non-residents.
- G. The student is accepted under the "Schools of Choice" plan adopted by the Board in conjunction with Fruitport Community Schools and all districts within the Ottawa Area Intermediate School District.

Prior to enrollment, documentation that one (1) of the above applies must be submitted and accepted by the Superintendent or his/her designee.

Tuition

Tuition will be charged each nonresident student. The Board of Education will determine annually the amount of tuition required of nonresident students, in accord with the requirements of law. and/or the Board adopted "Schools of Choice" plan.

Students who have enrolled as nonresident tuition students under paragraph C above, and who move into the District on or before the Fourth Friday following Labor Day, will be refunded the full amount of the tuition deposit. Such students who move into the District after the Fourth Friday will be charged a daily rate of tuition beginning with the date of enrollment to the date of establishment of residency.

If nonresident students or their parent(s) or guardian(s) pay school taxes to the School District, the amount of the school taxes shall be credited against students' tuition in a sum not to exceed the tuition, upon presentation of a

paid tax receipt from their respective township or city treasurer.

Power of Attorney

In all cases where a student resides with someone other than a custodial parent or legal guardian, a power of attorney delegating parental power and authority shall be provided to the School District in a form acceptable to the Superintendent.

Athletic Eligibility

This policy is not intended to set forth rules of athletic eligibility, which is a subject controlled by the rules and regulations of the Michigan High School Athletic Association.

Birth Certificates and Medical Verification

A birth certificate or other reasonably acceptable proof of age will be required of all children not previously enrolled in the District.

All new entrants shall provide a doctor's certificate providing evidence that they have had all immunizations and medical tests required by law and that they have a physical examination as required by Board policy and such exceptions as the law allows.

M.C.L.A. 380.1148, 1401 et seq., 722.3, 722.4(6)
School Code of 1976 Section 1401 and 1148
AGO 1985-86 No. 6316, 1981-82, supra
Emancipation of Minors Act, Section 4, Subsection 6

ASSIGNMENT OF STUDENTS TO CLASSES

Pupils will be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

Students with prior schooling outside the district will normally be placed at the grade level they have reached elsewhere, but demotions and promotions may be made at the time of entry in extreme cases where strong indications of advantages to the student are present. Pupils will be assigned to the grade level on the basis of their personal welfare and individual needs by the appropriate building principal. All retentions, demotions, and accelerations of new students shall be determined by the principal, subject to review by the Superintendent.

LEGAL REF: General School Law, 380.132

PROMOTION/RETENTION

The professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the pupils involved. Exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with the school authorities.

CREDITS FROM NON-PUBLIC SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from non-public schools whether they be state-approved, nonapproved, or homeschools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved by a State education agency shall be considered in class ranking and for entering on the transcript.

STUDENT TRANSFER FROM NON-PUBLIC SCHOOLS

Whenever a student seeks to transfer into the District from a non-public school such as a homeschool the following procedures should be used to determine the student's proper grade placement or credits toward graduation.

- A. Identify the grade level that the student's age would indicate is the likely grade placement.
- B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
- C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the non-public school. Determine whether the critical learnings identified in the District's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.
- D. If no prior assessment data is available, identify which tests (standardized or district-made) as well as other means of assessment (research project, term paper, and the like) could be used to assess the student's achievement of the critical learnings and arrange for the student to be assessed.
- E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).

EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all school age children resident in this district in public schools or in parochial or private schools so that they may enjoy the benefits of a well planned educational program and the socialization possible in a group environment. The Board acknowledges, however, the presence of homeschools within the district as established by State law.

The Superintendent will refer to the Ottawa Area Intermediate School District all situations in which a parent seeks to educate his/her child at home or in another educational setting.

The Board shall not allow a student who is being educated at home or at a non-district school that has not met the reporting requirements of the law with the State Department of Education to participate in any of the District's curricular, co-curricular, or extracurricular activities. However, if the school has met the reporting requirements and the student is enrolled on a part-time basis in non-core classes, he/she may also participate in non-core, extracurricular, or co-curricular activities that are directly related in those classes. It is not the purpose of this policy, however, to provide services to nondistrict students beyond the requirements of the law.

M.C.L.A. 388.553, 380.1561

SCHOOL ATTENDANCE AREAS

The Spring Lake School District will be considered as a single school attendance area for Intermediate School (grades 5-6), Middle School (grades 7-8) and High School (grades 9-12) students.

Two school attendance areas serve the neighborhood schools of Holmes and Jeffers. Insofar as possible, student attendance will be kept stable and consistent with neighborhood areas.

However, excess pupils or crowded enrollment may make transfers between school attendance areas necessary. When this occurs, the following criteria will be followed for transferring students to balance class sizes:

- 1) Volunteers
- 2) Schools of Choice students who have attended Spring Lake Public Schools one year or less and who were not students in Spring Lake prior to becoming schools of choice students
- 3) Students most recently enrolled who live more than one mile from the school they are attending

Efforts will be made to avoid transferring students who have siblings in their current school.

ATTENDANCE AND EXCUSESAttendance

Attendance regulations for the middle school and high school are to be found in the handbooks of the appropriate school(s). For elementary schools, attendance regulations are set forth by the administration.

Regulations on Releasing Students from School During the School DayPurpose

It is the purpose of this rule to protect the student. Our procedures are to prevent unauthorized persons from picking up students at school.

Sick Student

1. If possible, a parent is notified by phone that student is ill.
2. If possible, a parent is asked to pick up students in the office.
3. When parents cannot be reached, an attempt is made to contact a relative or neighbor.
4. A student is not allowed to go home alone when ill.
5. A student is not allowed to go home to an empty house without contact with parent, relative or neighbor.
6. In the event the above procedures cannot be followed, the school authorities will make all reasonable efforts to protect the welfare of the student.
7. If a student becomes ill at school, he/she should report to the main office. Students will be able to rest until school is dismissed, or arrangements will be made to get the student home. Under no circumstances are students to leave the building without notifying the office. In emergency cases, whenever the parents cannot be reached, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance. In the event that no parent is home, the school may take the student home if an adult neighbor will agree to look after the student.

Note from Home

1. A student will be released from school upon written request from a parent.

2. A student must be picked up in the office by a parent or have visual recognition by school personnel.
3. If a student is to leave school alone, it must be so stated in the note or in phone conversation.

Phone Call

1. A student may be released from school upon request of parent by phone, providing positive identification is made.
2. A student must be picked up in the office by the parent or their representative.
3. A return phone call will be made to the parent, if any doubt exists as to validity of call in cases where a parent requests a student to leave school alone.

Student's Request

Students will not be allowed to leave school on their own request without contact with parent.

Medical Excuses

A medical excuse must be furnished for proof of disability. A medical excuse must be furnished before the physical education requirement would be waived. Exceptions would be obvious or permanent disabilities.

See the appropriate student handbook(s) for details regarding these absences.

Tardiness

See appropriate student handbook(s).

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Absences from school for regularly scheduled religious instruction shall be permitted according to Michigan statutes and rules promulgated by the State Board of Education to implement the statutes.

Such instruction must be taken outside the school building and off school premises.

To attend such classes, students must present a written request from their parent or guardian. Such requests shall be made annually and shall specify the place at which the instruction will take place and the total amount of time per week for which the student shall be released.

The school expects those persons or groups conducting such religious instruction classes to notify the school sufficiently in advance so that proper arrangements may be made. It is further agreed that those persons or groups who contemplate conducting such classes will work cooperatively with school authorities in working out a schedule which will minimize interruption of class schedules and educational opportunities for students. If such classes are contemplated by more than one person or group, every effort shall be made to schedule them at the same time in order to minimize disruption of class and school activities.

The school shall not be responsible for keeping a record of attendance of students at such classes, but may request a copy of registration and the attendance record from the sponsoring person or group so that the school is reasonably certain the excused students are in attendance at the classes. The responsibility of attendance of students at the religious classes, however, is that of parent or guardian, and the school shall assume no responsibility once the student is released. Neither shall the school assume any responsibility for the quality or character of the religious instructions.

No solicitations for attendance at religious instruction classes shall be allowed on public school premises or at any time students are under the jurisdiction of the school nor shall any announcements of such classes be allowed. Staff members shall neither encourage nor discourage participation in religious instruction programs.

LEGAL REF: General School Laws, 380.1561; and
State Board of Education Admin. Rules, R340.71-R340.75

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The following procedures are established for releasing students for religious instruction:

1. Children will be dismissed for religious instruction only upon receipt by the principal of a written request signed by the parent or guardian.
2. Students shall be released by public school teachers and by religious instruction teachers according to an agreed upon schedule so that the total time missed by any student shall not exceed one hundred and twenty (120) minutes per week. That is, time going to and returning from classes shall be included within the one hundred and twenty minutes per week.
3. If, for some reason, religious classes are cancelled, the school shall be notified in ample time to hold children at school.
4. The school shall not provide escorts, neither pupils nor employees, nor shall it provide transportation to religious education classes.
5. No principal or teacher has the authority to restrict a child from attending religious classes if the conditions mentioned above are met.
6. School employees shall not become involved in the promotion of any religious education program while in the performance of their responsibilities as school employees or while on school premises.

LEGAL REF: General School Laws, 380.1561;
State Board of Education Administrative Rules, R340.71-R340.75

STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that students have rights which should be recognized and respected and that it has the responsibility to afford students the rights that are theirs by virtue of guarantees afforded them under the Federal and State Constitutions. The Board also believes that every right carries with it certain responsibilities which students should be expected to assume.

Among these rights and responsibilities are:

1. The right to a quality education and the responsibility to put forth their best efforts during the educational process.
2. The right to expect school personnel to be qualified in providing an education and the responsibility to respect the rights of other students and all persons involved in the education process.
3. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others.
4. The right to attend free public schools and the responsibility to attend school regularly and to observe rules essential for permitting others to learn at school.
5. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights.
6. The right to free inquiry and expression and the responsibility to observe reasonable rules regarding these rights.
7. The right of privacy, which includes the privacy of school records.

As a part of the educational process, students should be made aware not only of their rights, but also the legal authority of the Board of Education to make rules, and delegate authority to its staff to make rules, regarding the orderly operation of its schools and to interpret them in given situations. Students must obey such interpretations subject to appeal.

Students have a right to know the standards of behavior expected of them and the consequences of misbehavior. These standards will be made available to students and their parents through handbooks or publications distributed annually.

Differences, disputes, conflicts between students and staff are generally a civil, not a criminal, matter. As such, constitutional provisions for the right to counsel, trial by jury, power to subpoena witnesses, and comparable safeguards do not necessarily apply. Rather, the definition of due process between student and staff should be in a clarification of the role of each, a giving of proper notice, the holding of hearings within the framework of a teacher-student relationship, and an adequate opportunity for each party to express his/her side. When it becomes evident that criminal activity has occurred, school district officials shall notify the proper authorities.

FREEDOM OF SPEECH, ASSEMBLY AND PUBLICATION**Freedom of Speech and Assembly**

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.
2. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
3. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Freedom to Publish

1. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
2. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
3. Libel, obscenity and personal attacks are prohibited in all publications.
4. Unauthorized commercial solicitation will not be allowed on school property at any time.
5. The distribution by students in school buildings or on school grounds of unlawful material is prohibited.

LEGAL REF: General School Laws 380.1300

CROSS REF: File IGDB (Student Publications)
 File IGDBA (Distribution of Nonschool Published
 Literature or Publications)

VANDALISM

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings, and grounds.

Any student identified as having been responsible for destruction or theft of school or personal property at school, while on a school bus, or at school activities will face the full penalty of the law. In addition, suspension or expulsion from school may be imposed by the proper school authority.

LEGAL REF: General School Laws 380.1300

CROSS REF: File JG (Discipline)

STUDENTS OF LEGAL AGE

Upon reaching the age of eighteen (18), a student is afforded the rights and responsibilities of an adult. The adult as a student, however, is part of the school society and must adhere to the rules and regulations that have been established by the Board of Education and the administration.

A student who has reached eighteen years of age and can assume responsibility for his/her report, attendance and other school related activities by notifying school authorities in writing two weeks after reaching the age of majority. The school, however, will continue to make every effort to keep parents informed of the progress and conduct of the student if the student continues to live at home.

LEGAL REF: General School Laws 380.1261 and 380.1300
 Attorney General's Opinion No. 5336

PREGNANT AND MARRIED STUDENTS**Pregnant Students**

A pregnant girl, whether married or not, may continue in school and participate in all school activities which are not dangerous to her health and safety or that of her unborn child.

School authorities may request a doctor's certification for the student to participate in activities which may, in the judgment of a school administrator or sponsor of an activity, be detrimental to her health and safety or that of the unborn child.

Pregnant girls may, at their option, enroll in approved alternative programs in lieu of continuing their attendance in the regular school program. Credits earned in such programs shall be accepted toward meeting graduation requirements.

A pregnant girl may withdraw from school, even if under the compulsory attendance age, if her parent or legal guardian requests the withdrawal in writing and a certificate signed by a physician is presented indicating that the girl is pregnant and that continued attendance in school might adversely affect her health or that of her child. However, no coercion or pressure shall be used by school authorities in an attempt to influence the student to withdraw.

Any girl who has withdrawn from school because of pregnancy shall be readmitted upon application after the birth of her child. If she is within the compulsory attendance age she shall be required to comply with the compulsory school attendance law unless a physician shall certify that attendance at school would impair her health.

Married Students

Marital status shall not affect the rights and privileges of students in the school district to receive a public education nor to participate in any extracurricular activity sponsored by the school. Married students shall be subject to all rules and regulations established for all students.

Since marriage may bring new problems to the student, professional staff shall attempt to assist the student with these special problems. The request for assistance with such problems should be at the option of the student, and though counselors should be alert to this need for special help, they shall not force their services on the student nor use undue pressure which might be interpreted as discriminatory because of the marriage.

If a female student wishes her married name to appear on the school record, she should bring the marriage license to the office and the change will be made.

STUDENTS

File: JFE (Cont.)

LEGAL REF: General School Laws, 380.1301
 State Board of Education Administrative Rules,
 R340.1121-R340.324
 Michigan Compiled Laws, 388.1493

CROSS REF: File JEA (Compulsory School Attendance)

INTERROGATION AND SEARCHES

Provision for temporary storage and safety of students' personal possessions ordinarily used in their day-to-day school activities will be made in all school buildings.

It is understood, however, that access to all lockers at all times is a legal right of school officials whose responsibility it is "in loco parentis" to protect the health, safety, and welfare of all students enrolled.

Regular locker (or other school property) inspections may be carried out by building administrators in order to ensure cleanliness, prompt return of library books or other school owned materials, etc. Notice of such inspections should be given in advance and the student given the opportunity to be present when the inspection takes place.

SEARCHES AND SEIZURES

The following guidelines are set forth to assist the administrator in making decisions in regard to application of this policy:

1. There should be reasonable cause or evidence for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time. However, if property assigned to a student is searched, the student should be given the opportunity to be present, if practical.
3. Search of an area assigned to a student should be for a specific item and be in his/her presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
5. Items which are used to disrupt or interfere with the educational process may be removed from student possession.
6. There should be no hesitation in carrying out an inspection or search when there is a clear or present danger to other students, school personnel and visitors.
7. In order to protect the health, safety or welfare of students under district jurisdiction, the superintendent is authorized to search students. Searches of an individual shall be conducted by a person of the same sex. All searches shall be carried out in the presence of an adult witness. No strip searches shall be conducted by district authorities.

STUDENTS**File: _____ JFG (Cont.)**

8. A total group of students or a classroom group should not be searched, for example, to find an alleged stolen article. Only those students where there exist reasonable grounds as to their guilt may be searched.
9. No law enforcement officer may search any locker without a search warrant unless he has the consent of the Superintendent, or designee, and is accompanied by the Superintendent or designated representative.
10. In case of specific searches of a student's locker, desk, person or personal belongings, the student may be permitted to have another student or person in attendance with him/her. It is also advisable for the person conducting the search to have another adult present.
11. In all situations, the student's right to privacy should be considered.

INTERROGATION AND INVESTIGATIONS CONDUCTED IN THE DISTRICT

It shall be the policy of the district that a reasonable cooperative effort be maintained between the administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the district premises or during a district-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials.

Interrogation of Students

Under no circumstances may a student be questioned by law enforcement officers on the school property without prior authorization of school authorities, parent, or lawful guardian. Questioning shall be in the presence of a school official.

STUDENT COMPLAINTS AND GRIEVANCES

Students or their parents shall have the right to register complaints about, and/or appeal decisions made by, school personnel. Such complaints or appeals shall be made in the following sequence:

1. To the person making the decision.
2. To the principal (unless the principal's decision is in question).
3. To the Superintendent of Schools (unless the Superintendent's decision is in question).
4. To the Board of Education.

Neither the Board nor its members shall consider complaints until they have been processed through the above sequence, and persons bringing complaints shall be so informed.

STUDENT DRUG PREVENTION POLICY**Philosophy**

The Spring Lake School District believes that parents play a key role and have the prime responsibility for assisting their children. However, the schools are in the unique position to be part of the solution.

Students have a right to attend school in an environment conducive to learning. The use of alcohol, illicit drugs and tobacco is illegal, contagious, and interferes with effective learning and the development of a healthy child. Spring Lake Schools will not tolerate the possession, selling, use or influence of illegal alcohol, tobacco, and harmful drugs.

A comprehensive program will be used which emphasizes prevention, and includes intervention, support services, and enforcement for employees and students at all grade levels. Abstinence will be stressed, and policies will be regularly reviewed.

Definitions

“Illicit substances” include alcohol or alcoholic beverages in any form; illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to Federal and Michigan law; anabolic steroids, human growth hormones or other performance-enhancing drugs; substances purported to be illegal, abusive or performance-enhancing, i.e., “look-alike drugs.” See e.g., 21 USC, 802; MCL 333.87104, MCL 333.17766a., MCL 436.2.

“Tobacco” includes all tobacco products, including but not limited to, cigarettes and chewing tobacco.

“School premises” include any school building or any other school property which is owned, leased or otherwise occupied for school purposes or in connection with any school business, activity or function; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or a school business, activity or function off school property.

“School business, activity or function” includes any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

Responsibility

The Board of Education delegates to the Superintendent, Principals, counselors, substance abuse coordinator, substance abuse committee, staff members, and coaches the responsibility to implement and oversee the requirements of this policy, including but not limited to:

1. Inclusion of substance abuse education in the curriculum at every grade level for every child.
2. The provision of a written certification to the Michigan Department of Education that the Board of Education has adopted and implemented a student drug prevention program pursuant to the Drug-Free Schools and Communities Act.
3. The distribution to all students of the Board of Education's policy regarding the drug prevention program, which includes a copy of the standards of conduct required by the policy and the statement of disciplinary sanctions, as well as notification that compliance with the standards of conduct is mandatory.
4. The administering of a biennial review of its student drug prevention program to:
 - a. determine its effectiveness and implement changes to the program if they are needed; and
 - b. ensure that the program's disciplinary sanctions are consistently enforced.
5. The provision of access to personnel, records, documents, and any other information necessary to review the adoption and implementation of the school district's drug prevention program if the Michigan Department of Education selects the Spring Lake Public Schools for review.
6. The provision of information, upon request, to the Secretary of Education, the Department of Education, and the public about the elements of the school district's drug prevention program, including the results of its biennial review.
7. Maintenance of records related to the school district's compliance with the certification requirements of the Drug-Free Schools and Communities Act.

Standards of Conduct

The unlawful possession, use (including but not limited to application, injection, inhalation, or ingestion), distribution or being under the influence of illicit substances by any student while on school premises, performing school business or as part of any school activity or function is strictly prohibited. Compliance with the standards of conduct in this policy is mandatory and shall not be construed to be voluntary.

The specifics of these standards and disciplinary sanctions are outlined in the student handbook, which is revised annually.

Extracurricular Activities

The Spring Lake School District recognizes the importance of consistently applying the policy and procedures throughout the school system and curriculum. Therefore, all extracurricular participants will follow the policies and procedures similar to those governing students not involved in extracurricular activities. The rules and regulations involving extracurricular activities are included in the student handbook and athletic code.

Emergency Responses and Procedures**Immediate Procedures (Non Emergency/Emergency)**

In the case of a student exhibiting unusual behavior (such as drowsiness, slurred speech, motor imbalance, unaccountable excitability, and/or if the student is unable to function in the classroom), the principal and other appropriate personnel should be notified immediately about the symptoms. In no case should any diagnosis or suggestion of drug use be made; however, appropriate action should be taken.

Designated school staff shall be trained in Emergency CPR, first aid, and overdose aid procedures.

If the student's ability to respond to external stimuli is significantly decreased or absent the following emergency responses can be taken:

1. Call the rescue squad or ambulance immediately for transportation of the student to the nearest hospital or medical facility.
2. Notify the student's parent(s) or guardian of action. If a parent is not available, notify the designated responsible party or family physician.
3. While awaiting the arrival of the rescue squad or ambulance:
 - a. Do not leave the student unattended.
 - b. Do not induce vomiting.
 - c. Record vital signs (pulse, respiration, and blood pressure where equipment is available) and record the times the vital signs were taken. Provide written, factual statements for rescue personnel.
 - d. Examine the health records of the student.
 - e. If student becomes alert, he/she should be asked about any possible medical condition or medication that would cause the behavior.
 - f. Search the area to see if samples of any substance taken can be found.
 - g. Alert the attending physician of any evidence of substances or poisons or physical trauma which may have been the cause of the symptoms or behavior.

- h. Perform CPR and provide appropriate overdose aid, if certified, when indicated.

Confiscation of Drugs

In the case of school personnel coming into possession of a substance suspected to be a drug, the material should be handled in the following manner:

- Immediately place the substance in an envelope or other appropriate container, seal it, and label the container with date, time, and circumstances.
- At the earliest opportunity, turn the substance over to the principal who will keep it under lock and key.
- The principal should give the personnel turning in the substance a receipt stating the quantity of the drug.
- The principal will comply with state law enforcement codes regarding confiscation of drugs and reporting procedures, including contacting law enforcement authorities as required.

Referral

Any parent, student or staff member can refer themselves or another person for review when they have concern about the well-being of that person. A committee of administrators, counselors, and staff will review all referrals and determine the action, if any, which should be taken.

That action could include such actions as in-school counseling, contacting parents, or referring to outside agencies. When intervention is necessary, the Spring Lake School District recognizes the necessity of developing a comprehensive referral mechanism to complete the process that has been initiated. Completion is necessary to realize its goal of promoting the best possible learning environment.

All student referrals (pertaining to suicide, incest, family violence, depression, family problems, health issues, etc.), will be made to licensed programs, or professionals with appropriate license (or other credentials) only.

For effective cooperation between this school district, referral agencies, and law enforcement, appropriate lines of communication shall be opened. Appropriate personnel will maintain regular contact with referral services and the Principals and Assistant Principals will act as liaisons with law enforcement. Clear separation shall remain between the referral duties and the disciplinary function of the designated disciplinarians.

Counseling, Rehabilitation and Re-entry Programs

Counseling is available for students by counselors and staff members of Spring Lake Schools, as well as outside agencies. A staff, student, parent or self-referral process is outlined under *Referrals*.

Information about any drug and alcohol counseling, rehabilitation and/or re-entry programs is available to students from the Counseling Office, Principals' Offices, and outside agencies. The school district's provision of this information neither constitutes an endorsement of the counseling, rehabilitation and/or re-entry program, nor is it an expressed or implied offer to pay, in full or in part, any expenses which the student may incur for his or her participation in such a program. An important aspect of the consequences for alcohol or drug related behavior includes counseling in lieu of a portion of the suspension time and is explained in the student handbook.

LEGAL REF: 20 USC (3171) et seq.; 34 CFR Part 86 et seq.;
 MCL 37.1211; MCL 380.1275; MCL 380.1300.

DRUGS, TOBACCO, ALCOHOL
LOOK ALIKE DRUGS

The Spring Lake Board of Education recognizes a new problem has arisen with “look alike drugs,” which may or may not be illegal drugs. The intent of this policy is to prevent the possession or sale of look alike drugs on school property.

It is understood that only through establishing the following procedure will we be able to deal with this problem.

1. It is against school policy to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person:
 - a) represents to be a controlled substance; or
 - b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
2. Proof of any one of the following is a prima facie evidence of the above:
 - a) The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bomber, White Cross, Purple Heart Valium, Librium, cocaine, etc.).
 - b) The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.).
 - c) The substance isn't labeled as required by the FDA.
 - d) The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents a hit or more, for example).
3. Sale of any drug which is not in properly labeled, sealed packages is against school policy.
4. No person may advertise a non-controlled drug:
 - a) if the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug.
 1. promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or

- c) which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance, or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.

VIOLENCE IN THE SCHOOLS

The Board of Education of the Spring Lake Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of the Spring Lake Public Schools or the Superintendent or his/her designee shall permanently expel a pupil from attending school in the School District if the pupil possesses a weapon in a weapon-free school zone or commits arson in a school building or on the school grounds or is involved in criminal sexual assault on someone while on school property. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or,
4. That the weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of, school or police authorities.

Recordation and Referral:

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The School District shall, within three (3) days of expulsion, refer the expelled student to the County Department of Social Services or County Community Mental Health Agency. The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18-years old or otherwise legally emancipated) notify the expelled student of the referral. The

School District shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws.

Petitions for Reinstatement:

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this School District for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of sixty (60) school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The School District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all students' records and student record information maintained by any public or private school which petitioning pupil has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a pupil attending this School District;
3. The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
4. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the Board on the issue of reinstatement;
5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;
and,

6. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

Criteria for Reinstatement:

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other pupils or school personnel;
2. Whether reinstatement would create a risk of School District or individual liability for the Board or School District personnel;
3. The age and maturity of the individual;
4. The individual's school record before the incident that caused the expulsion;
5. The individual's attitude concerning the incident that caused the expulsion;
6. The individual's behavior since expulsion and the prospects for remediation of the individual;
7. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another board of education shall not be processed if that student has not first submitted a petition for reinstatement to the expelling board. This School District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling board.

Conditions of Reinstatement:

The Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);

3. Periodic progress reviews; and,
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement:

If the School District decides to reinstate the expelled pupil, those who were in grade 5 and below at the time of expulsion shall not be reinstated before the expiration of ninety (90) school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to a mandatory one (1) year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one (1) year expulsion requirement (on a case-by-case basis) to a period of time not less than ninety (90) school days. Individuals in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days [one (1) legal school year] after the date of expulsion.

Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services and/or who are eligible for programs and services pursuant to Section 504 of the Rehabilitation Act.

If a student has not already been determined eligible for one or more of the programs and/or services identified in the preceding paragraph but there is reasonable cause to believe that the pupil is handicapped, the pupil shall be evaluated immediately by the District or the Intermediate School District and a determination made whether or not the student is handicapped and whether or not the student's misconduct was a manifestation of the student's handicapping condition.

Definition:

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

"Firearms" means: (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or, (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For the purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm."

Legal References:

MCL 28,421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C. 921.

BOMB THREAT POLICY

Any threat to the safety of students, staff, or facilities should never be ignored. All bomb threats or any other safety threats should be taken seriously and immediately reported to an administrator.

Specific procedures for responding to threats shall be accessible to all employees who regularly answer district telephones. Those procedures shall be followed until the administrator determines that there is no longer a threat.

All individuals who are involved in any form of threatening behavior shall be reported to the appropriate authorities for legal action.

DISCIPLINE

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Responsibilities of parents are as follows:

1. To send the pupil to school in a proper state of health and cleanliness.
2. To encourage the proper attitudes toward learning and respect for school authority in the child.
3. To cooperate with school personnel in efforts to improve the student's attitude and behavior.
4. To assume full responsibility for willful misbehavior or damage to school property by the child.

Responsibilities of the pupil are as follows:

1. To comply with the rules of the school.
2. To pursue the prescribed course of study.
3. To respect and respond to the authority of the teacher and other school personnel.
4. To arrive at school on time.
5. To be alert and responsive to directions.
6. To be courteous to fellow students and faculty members.
7. To respect the rights and property of others.

Responsibilities of the teacher are as follows:

1. To enforce the policies of the school and the district in maintaining control.
2. To set up standards for classroom routine and behavior.
3. To deal with all minor disciplinary problems.
4. To maintain classroom control adequate for the pursuit of the course of study by each child.
5. To instruct pupils as to their responsibilities and privileges in the classroom, on the school grounds, and on the way to and from school.
6. To correct pupils whose acts or behavior are not suitable.
7. To carry out these responsibilities, the teacher may
 - a. Remove certain privileges of the student.
 - b. Temporarily restrain the student to protect the student, staff or others.
 - c. Assign special tasks.
 - d. Isolate the child in the classroom.
 - e. Inform parents of conduct problems.
 - f. Request a conference with the parent.

- g. Isolate the child in the school office temporarily.
- h. Make a written referral of the problem to the office.
- i. Send or bring the child to the school office for immediate action.

Responsibilities of the principal are as follow:

1. To provide and maintain the best possible school environment for learning.
2. To provide instruction in the principles of good behavior and good citizenship.
3. To deal with extreme or unusual cases of misconduct.
4. To lead in developing and establishing school rules within the limits of district policy.
5. To notify parents promptly when referrals of a serious nature are made.
6. To refer cases of pupil problems which may require the attention of agencies out of the district to the appropriate agency.
7. To work closely with parents and individual pupil problems.
8. To keep discipline records of all problems of a serious nature referred by teachers or other staff and keep parents and staff informed of action taken.
9. To support staff members in establishing and maintaining adequate pupil control.
10. To carry out the responsibilities the principal may:
 - a. Take any action listed for teachers.
 - b. Isolate the pupil from classes.
 - c. Assign detentions, i.e., Saturday, after-school, or in-school.
 - d. Suspend the pupil from school.
 - e. Recommend expulsion or exclusion of the pupil to the board.

STUDENT INSURANCE

The Board of Education may make available an accident insurance policy which shall be designed to pay claims not covered by the individual policy carried by the parent or the student. This policy will be provided at a cost to be paid by the student or parents.

The Superintendent and his/her designee shall be responsible for developing specifications for said policy and for selecting the carrier. It is expected that good business practices shall be used in making the selection.

In order to eliminate misunderstanding, effort shall be made through handbooks, newsletters or other means of communication to inform parents of the policy limitations, particularly the fact that the policy is a secondary coverage to that carried by the parent.

Athletic insurance is a separate program and is required of all students who participate in interscholastic athletics.

COMMUNICABLE DISEASE CONTROL

The Spring Lake Public Schools are committed to providing educational opportunities to all students in a safe environment. It is the district's intent to assure that staff members or students who have contracted communicable diseases which are serious in nature will be able to have their individual situation reviewed by a fact-finding panel and to have that panel provide information to the superintendent who will determine whether they may continue to be involved in the public school program while the disease conditions are present.

The Spring Lake Public Schools (S.L.P.S.) and Ottawa County Health Department (O.C.H.D.) will work cooperatively to enforce and adhere to the Michigan Public Health Code, (Act 368 of 1978 as amended), for prevention, control and containment of communicable disease in schools.

Communicable diseases that are serious in nature may present potentially serious health problems for those who come into contact with the disease carrier. The school district has the authority to develop a procedure for the exclusion of persons within the school setting under Annual Administrative Code Supplement (AACS) 325.9010 (Michigan Administrative Code).

RULES AND REGULATIONS**COMMUNICABLE DISEASE****I. Immunization**

- A. A parent/guardian/responsible adult applying to have a student enrolled for the first time in S.L.P.S. must present, at the time of registration, or no later than the ninth Friday after the beginning of school, a certificate of immunization or statement of exemption.
 1. Students must have a minimum of one dose of immunization for measles (after 15 months of age), one dose of immunization for rubella (after 15 months of age), one dose of immunization for mumps (after 15 months of age), a minimum of three doses of immunization for polio and a minimum of four doses of immunization for diphtheria, Pertussis, Tetanus (DPT/Td).
 2. A student will be permitted to register and attend school beyond the ninth Friday if a minimum of one dose of immunization for these diseases can be certified, in writing, by a physician or Ottawa County Health Department, but the parent/guardian/responsible adult must present an updated certificate of immunization, in writing, by a physician or the Ottawa County Health Department, within a maximum of four months after the initial attendance at school.

3. A student is exempt from this requirement if the parent/guardian/responsible adult presents a written statement to the administrator of the student's school stating that the requirements for immunization violate the personal religious beliefs of the parent/guardian and/or the child has a medical condition that forbids the use of a particular treatment. The physician's notice of this condition shall be placed in the student's cumulative record folder. The parent/guardian may be requested to keep such students at home temporarily at a time when an outbreak of disease occurs in a school building.
 4. A student is exempt from having immunization for measles and/or mumps only if the child had the disease and it is medically confirmed, in writing, by a physician, and placed in the cumulative record folder.
 5. A student is exempt from having immunization for rubella only if the disease is confirmed, in writing, by laboratory evidence of immunity and placed in the cumulative folder.
- II. Management of selected diseases will be accomplished according to the "Protocols for the Management of Selected Diseases" as established by administrative policy. These protocols may change periodically as information is discovered or received about specific diseases.

Recognizing that there are a variety of health conditions in various school settings, school personnel may deviate from these protocols if a student with a communicable disease exhibits behavior which is not conducive to the school environment; thus increasing the risk of other children contracting the disease, such as a child rubbing an eye with conjunctivitis, or scratching impetigo.

No student will be permitted to attend school if acutely ill, and/or has a fever, cough (respiratory illness) or diarrhea.

- III. Reporting of Selected Diseases. All reportable communicable diseases indicated in the "Protocols For The Management of Selected Diseases" will be reported weekly, by the school principal, to the Ottawa County Health Department using the 'Michigan School Building Weekly Report of Communicable Diseases to the Health Department' form.
- IV. Communicable diseases that are serious in nature include Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), Pre-AIDS, LAV (Lymphadenopathy Associated Virum), ARC (AIDS Related Complex), and other like diseases that are communicable and which may present potentially serious health problems for those who come into contact with the disease and/or the disease carrier.

A. Specific serious communicable diseases follow as present examples for which the procedures and protocols apply. Additional specific serious communicable diseases may also apply to these guidelines and policies as county, state, and national health organizations advise school officials.

1. Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex, HTLV-III/LAV:

The Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Complex (ARC) is a very serious disorder. Persons with AIDS have developed, as a result of their infection, a defect in the functioning of their immune system. They are, therefore, extremely susceptible to certain types of opportunistic infections, rare malignancies and may be contagious.

2. Hepatitis B, Active Case or Chronic Carrier:

Hepatitis B is a potentially life threatening, occasionally fatal, viral infection. In addition, approximately 5-10% of individuals infected may become chronic carriers of the virus in their blood and body fluids. Hepatitis B is transmitted sexually, by transfusion or by intimate exchange of body fluids or mixing of blood with a person acutely ill with Hepatitis B or a chronic carrier of Hepatitis B. Transmission from mother to child in the uterus accounts for many pediatric cases.

These are extremely unlikely exposures to occur among students and/or school staff.

B. Disposition

In order to assure that both the rights of the individual and rights of the populace are protected, each case will be reviewed on an individual basis by a fact-finding panel.

1. FACT FINDING PANEL - The Fact-Finding Panel will be comprised of the following individuals:

- a) The superintendent who will serve as coordinator and chairperson.
- b) The student's teacher (or one of the student's subject area teachers in secondary schools).
- c) A classified employee of the district who serves in a school building or in direct service to children.

- d) The school nurse assigned by the Ottawa County Health Department.
 - e) The parents or guardians of the student who has contracted a serious communicable disease. In the case of an employee, their representative will be a member of the panel.
 - f) The individual's physician when possible or appropriate.
 - g) The principal who is in charge of the building where the student or employee is located.
2. The Fact-Finding Panel will perform the following duties:
- a) Provide a written statement as to the advisability of the affected person being involved in the public school setting.
 - b) Make written recommendations regarding whether hygienic precautions should be taken within the school environment.
 - c) Make a recommendation as to the need to review the case on a periodic basis and the timeliness if such a review is recommended.
3. CASE REVIEW PROCESS - The process for reviewing an individual case will be as follows:
- a) When an administrator or other staff member becomes aware that there is an individual within the schools who has a communicable disease that is serious in nature, that person shall immediately contact the superintendent. In the absence of the superintendent, the designated administrator shall be notified immediately.
 - b) The superintendent shall inform the affected staff person or parent or guardian or an affected student that the affected person may not attend school or any school sponsored activity until an approval to attend school has been granted by the superintendent. If the affected person is a staff member, the person shall be placed on a paid medical leave until a decision has been rendered and any appeals have been made as allowed under this policy.
 - c) The superintendent shall obtain the name of the physician treating the affected person and request that the physician take part in panel discussions or offer written briefs describing his patient's involvement in the disease. The parent, guardian or affected person shall provide the school district with a release of information so that the panel may review the needed information and may discuss the case with the treating physician. In the event this permission is not acquired, the Ottawa County Health Department will be contacted and they shall pursue the data collection.

- d) The panel chairperson shall, within five school days, call a meeting of the panel at which time the case will be reviewed. The parent, guardian or affected person, or the person's representative, will be notified of the meeting and will have an opportunity to present written reports and verbal testimony to the panel. The treating physician will also have an opportunity to present information to the panel.
- e) Within three school days after the meeting of the panel, the chairperson will provide the superintendent and the affected person with a written report from the panel. The parents, guardian or affected person has the opportunity to send additional written information to the superintendent during this period for the superintendent to consider before making a decision.
- f) The superintendent shall receive copies of all materials as well as a summary of each panel member's position if there were differing views. The superintendent shall then make the final determination within two school days after the panel has gathered all available information. Copies of this decision will be sent to the affected person, parent or guardian and the panel chairperson. The Board of Education President shall be informed that this procedure has been completed but the report will be withheld until such time as an appeal is initiated.
- g) If the student is a special education student, a copy of the panel decision shall be sent to the Director of Special Services. The director shall then convene an IEPC within three school days of the receipt of the report. The IEPC shall consider the superintendent's decision in determining the program and services. If the parent or guardian requests a hearing as a result of the IEPC recommendation, placement of the student in the interim will be based upon the decision of the superintendent.
- h) If the parent, guardian or affected person disagrees with the determination of the superintendent, they may appeal, in writing, to the Public Relations Committee of the Board of Education within five school days. The Public Relations Committee consists of three board members. The committee shall review all necessary records with representatives of the Ottawa County Health Department and will provide an opportunity for both parties to present additional information to the committee. Within five school days of receipt of the appeal, the committee shall respond in writing to the panel chairperson, the Board of Education, the affected person, parent or guardian and the superintendent. The Board of Education President shall call the board to a special meeting and pursue a decision of the board when required.

- i) During an appeal, the affected person's status shall be that of the decision reached at the last level of jurisdiction before the appeal.

All persons involved in these procedures will be required to treat all proceedings, deliberations and documents as confidential information. Records pertaining to these proceedings will be kept by the superintendent with access limited to those persons involved in the process unless permission for access is granted by the affected person, parent, or guardian.

The superintendent shall be responsible for notification of staff and parents if a person with a communicable disease covered by this procedure is involved in the school setting. The superintendent will not divulge names or specific information except as required under the precautions suggested by the panel or as deemed necessary to implement such precautions. Staff members having access information regarding the affected person's identity shall not release this information to other staff, parents, or community members. Action of the Board of Education will be taken in public avoiding the use of the appellant's name when legally acceptable.

Legal Reference

R 325.9010 - Exclusion of Communicable Disease Suspects From School.

Rule 10

A school board shall adopt a policy which provides the Superintendent with the authority to exclude a student from school who is suspected of having a communicable disease or infestation. A school board shall exclude from school any student suspected of having a reportable communicable disease, unless the student's physician approves school attendance.** School personnel may consult with the local health officer regarding policies for exclusion or readmission for specific conditions. Investigation may be done by health officials as necessary. A weekly summary of suspected reportable communicable diseases shall be forwarded from the schools to the local health department using the standard form supplied by the department.

**Note: The program director will consult with O.C.H.D. when in question

From:

Department of Public Health, Bureau of Disease Control & Laboratory Services
Disease Surveillance and Control

Filed with the Secretary of State on November 24, 1981. These rules take effect fifteen (15) days after filing with the Secretary of State.

By authority conferred on the Department of Public Health by Sections 2226(d), 2233, and 5111 of Act No. 368 of the Public Acts of 1978, as amended, Sections 3, 5, and 8 of Act No. 312 of the Public Acts of 1978, and Section 9 of Act No. 380 of the Public Acts of 1965, as amended, being 333.2226(d), 333.2233, 333.5111, 325.75, 325.78, and 16.109 of the Michigan Compiled Laws.

Section 9215 (1): A child is exempt from the requirements of this part (school immunizations) to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.**

**Note: Medical contra-indication waiver required.

(2): A child is exempt from this part (school immunizations) if a parent, guardian, or person is loco parentis of the child presents a written statement to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization.**

Note: Medical Contra-indication waiver required.

From:

P.A. 368 of 1978, as amended, The Public Health Code

STUDENT HEALTH AND SAFETY

In order that students in the Spring Lake Public Schools may receive the best care possible in case of illness or injury, each school office shall keep on file for each student:

- A. Emergency phone numbers
- B. Name, phone number and address of the family physician
- C. Authorization to take emergency action in case parents cannot be contacted for direction when emergencies arise.
- D. Alternate location where student may be taken when it is necessary and/or desirable to remove the student from school when parents are not home.

Each school principal shall set up emergency procedures to be followed in case of illness or accident. Such procedures must include:

- A. Procedure for the immediate reporting of the accident or injury.
- B. Notification of parent or guardian.
- C. Arrangements for emergency treatment if such treatment is necessary.
- D. Provision for transportation home, doctor's office, hospital, appropriate trauma center.
- E. Persons authorized to give first aid and under what circumstances and limitations.
- F. Authority to call ambulance if deemed necessary and/or advisable.

First aid shall be defined as immediate, temporary care given in case of accident or sudden illness before the services of a physician may be procured.

In each building it is desirable to have at least two persons trained in first aid, with one being in the building at all times school is in session.

It is desirable that all coaches have training in first aid. This includes those persons hired from outside the school staff.

The building administrator shall be responsible for making decisions as to the emergency measures to be taken and shall appoint at least two alternate persons to be in charge of such operations in his/her absence.

If such emergencies arise at activities after school hours or off school premises or when it is impossible or impractical to make contact with the school office, the person in charge of the activity or group shall assume the responsibility for emergency decisions.

All serious accidents shall be reported to the central office as per EBB-R.

STUDENTS

File: JHCA (Cont.)

CROSS REF: EBB (Medical and Accident Emergencies)
EBB-R (Accident Reports)

ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

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 parents/guardians 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/guardian or physician. The pupil's parent/guardian 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 shall accompany the request and be kept on record by the school. The parental or guardian 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) or 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/guardian 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/guardian. 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/guardian 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 also, be aware which side effects are serious enough to warrant reporting to the child's parent/guardians 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/guardian. 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: MASB Recommended (Complies with current Michigan Law)
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)

ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

The following administrative rules are to be followed by District personnel in the implementation of policy JHCD. These rules and procedures may not be changed or amended without the express approval of the Superintendent of Schools.

School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

- a. The parent/guardian, who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:
 - Name of the pupil,
 - Name of the medication,
 - Dosage of the medication,
 - Route of administration,
 - Time the medication is to be administered
 - The length of time (not to exceed the current school year) that medications are to be administered.

Any “biohazardous” wastes produced shall be disposed of in accordance with law, and the written instructions distributed by the administration.

New parent/guardian and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

Storage and access to medications in school

Prescription medication to be given at school must be delivered, by the parent/guardian, in a container as prepared by a pharmacy, physician, or pharmaceutical company with a printed label specifying:

- a. The child’s full name,
- b. The name of the medication and the dosage,
- c. The time of day medication should be administered, and
- d. The name of the physician.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed. Only limited quantities of a prescription medication may be kept at school, and the parent/guardian shall be solely responsible for any and all prescription refills. All prescription medication shall be kept in locked storage or other safe place.

The Principal of each building shall designate the school personnel authorized to administer medication to students.

A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

Except in the case of an emergency that threatens the life or well being of the student, all administration of medication shall be conducted in the presence of two or more adults. When necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

Staff Training

In-service training is recommended to be not less than four hours in length and include actual "hands-on" practice in identifying and dispensing medications. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional. Documentation that school personnel have completed the required in-service training shall be maintained by the school and made available, upon request, to a pupil's parent/guardian, physician, licensed registered professional nurse, or by a school district official.

Training Guidelines

Training for all individuals who are designated to administer medications to pupils in local and intermediate school districts, public school academies, and nonpublic schools must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.
2. A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, individuals designated to administer medications (i.e.,

- secretaries, aides, teachers, bus drivers, parents), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the administration of medications in schools.
 4. Safe storage and handling of medications in school including procedures for receiving and disposing of medications.
 5. The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects.
 6. Procedures for safely dispensing medications to pupils in schools, on field trips, and other off-site school activities.
 7. Practice in identifying and dispensing medications to pupils.
 8. Policies and procedures related to pupil self-administration and self-possession of medication in schools.
 9. Review and practice recording administration of medications.
 10. Review and discuss procedures for dealing with medication administration errors. It is the responsibility of the student to report to the appropriate school official at the time any prescription is to be taken.

Records

School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping. The medications log shall include the following:

- a) The full name of the student
- b) The physician instructions for administration
- c) A log of the date and time, dosage, name of medication, administering adult, second adult present for each administration, and the signature of the administering adult and signature of witnessing adult for each administration. (If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log,) and,
- d) Any noted effects of, or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the building administrator shall be contacted immediately. The building administrator is responsible for reporting the medication error to the pupil's parent/guardian immediately. It is advised that the building administrator also contact the physician so that he/she may indicate to the parent/guardian that staff members are conducting the appropriate medical follow up. The school staff member shall write up the error on a District incident/accident report form and place a copy into the pupil's school record. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent/guardian immediately.

Medications should be brought to the school by the student's parent or guardian. School personnel, appropriately trained, shall, throughout the

school year, periodically review medication instructions on file and inventory medications being stored by the school. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year. No changes to medication dosage or time of administration will be made except by instruction from a physician. Medications must be claimed by parents/guardians at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent/guardian.

School Administration of Medications – Non-prescription

The procedures for administering non-prescription medications to students by the District shall be identical to those for prescription medications, except that the parent/guardian rather than a licensed physician may provide specific written instructions. In all cases, it is expected that the parent/guardian has confirmed the appropriateness of the medication and instructions with a licensed physician.

Student Self-Administration of Medications

Upon the written request of a parent/guardian and with the approval of the school administration, students may self-possess small quantities of medication for self-administration. Any student may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing. All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

Any "biohazardous" wastes produced by the student in the process of self-administration are to be carried back to the home by the student for proper disposal by the student/parent/guardian.

All necessary written permission forms detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

Assisting a Student in Distress

Each building shall have a plan for handling medical emergencies. Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

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 also, be aware which side effects are serious enough to warrant reporting to the child's parent/guardians or health provider.

Management of Students with Asthma in the School Setting

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, molds and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

Staff with asthmatic students should know the signs of possible side effects of asthma medications, and, also, be aware which side effects are serious enough to warrant reporting to the child's parents/guardians or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's web site at <http://www.state.mi.us/mde>.

The "School-Based Asthma Management Plan" form and "School-Based Diabetes Management Plan" form below are to be used in all building sites. The form may be identified with the name of the individual school if desired.

This information expires on June 30, _____

SCHOOL-BASED ASTHMA MANAGEMENT PLAN

Endorsed by the Michigan Asthma Steering Committee of the Michigan Department of Community Health

STUDENT INFORMATION

Child's Name: _____ Birth Date: _____

Grade: _____ Home Room Teacher: _____

Physical Education Days and Times: _____

EMERGENCY INFORMATION

TO BE COMPLETED BY THE CHILD'S PARENT/GUARDIAN:

Parent/Guardian Name(s): _____

First Priority Contact: Name _____
Phone _____

Second Priority Contact: Name _____
Phone _____

Doctor's Name: _____ Phone: _____

TO BE COMPLETED BY THE CHILD'S DOCTOR:

WHAT TO DO IN AN ACUTE ASTHMA EPISODE:

1. _____
2. _____
3. _____

CALL 911 OR AN AMBULANCE IF: Review attached "Signs of an Asthma Emergency and list any additional symptoms the child may present with:

1. _____
2. _____
3. _____

Daily Management Plan – To be completed by the child’s doctor.
OVER FOR DAILY MANAGEMENT PLAN

Child's Name: _____

Be aware of the following asthma triggers: _____

Severe Allergies: _____

MEDICATIONS TO BE GIVEN AT SCHOOL:

NAME OF MEDICINE	DOSAGE	WHEN TO USE

Side effects to be reported to health care provider: _____

Does this child have exercise-induced asthma? Yes ____ No ____

This child uses an inhaler before engaging in physical exercise and if wheezing during physical activity. Yes ____ No ____

Activity Restrictions (e.g., staying indoors for recess, limited activity during physical education):

Please check all that apply:

____ I have instructed this child in the proper way to use his/her inhaled medications. It is my professional opinion that this child should be allowed to carry and use that medication by him/herself.

____ It is my professional opinion that this child should not carry his/her inhaled medications or epi-pen by him/herself.

____ Please contact my office for instructions in the use of this nebulizer, metered-dose inhaler, and/or epi-pen.

____ I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: _____.

Doctor's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

_____ Date: _____

WELLNESS POLICY

The Spring Lake Public School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Nutrition Education

Every year, all students, Pre-K – 8, shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks.¹ Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Nutrition Standards

The district shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations.² The district shall encourage students to make nutritious food choices.

The district shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The district shall consider nutrient density³ and portion size before permitting food and beverages to be sold or served to students.

The district superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Physical Education and Physical Activity Opportunities

The district shall offer physical education opportunities that include the components of a quality physical education program.⁴ Physical education shall

¹ Michigan Department of Education Health Education Content Standards and Benchmarks, July 1998.
http://www.michigan.gov/documents/Health_Standards_15052_7.pdf

² Title 7 – United States Department of Agriculture, Chapter ii – Food and Nutrition Service, Department of Agriculture, Part 210 – National School Lunch Program.
http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr210_04.html

³ Nutrient dense foods are those that provide substantial amounts of vitamins and minerals and relatively fewer calories. Foods that are low in nutrient density are foods that supply calories but relatively small amounts of micronutrients (sometimes not at all).
http://www.health.gov/dietaryguidelines/dga2005/report/HTML/G1_Glossary.htm

⁴ Including goals for physical activity is required by federal law Section 204 of Public Law 108-265. Physical education, while recommended, is not required.
<http://www.fns.usda.gov/tn/Healthy/108-265.pdf>

equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.⁵

Every year, all students, Pre-K – 12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student Wellness

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The district superintendent shall implement this policy and measure how well it is being managed and enforced. The district superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, school board members, schools administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The district superintendent shall report to the local school board, as requested, on the district's programs and efforts to meet the purpose and intent of this policy.

Administrative Rules Regarding Spring Lake Public School District's Local Wellness Policy

In order to enact and enforce Spring Lake Public School District's Local Wellness Policy, the Superintendent and administrative team, with input from teachers (including specialists in health and physical education), parents/guardians, students, representatives of the school food service program, school board members, school administrators, and the public, will have developed these administrative rules.

To assist in the creation of a healthy school environment, the District shall establish a Coordinated School Health Team⁶ that will provide an ongoing review and evaluation of the Spring Lake Public School District's Local Wellness Policy and these administrative rules.⁷

The Superintendent shall appoint a member of the administrative staff of the

⁵ Michigan Department of Education Physical Education Content Standards and Benchmarks, July 1998.
[http://222.michigan.gov/documents/Physical Education Content Standards 42242 7.pdf](http://222.michigan.gov/documents/Physical_Education_Content_Standards_42242_7.pdf)

⁶ Centers for Disease Control's Coordinated School health web site:

<http://www.cdc.gov/HealthyYouth/CSHP/index.htm>

⁷ Michigan State Board of Education Policy on Coordinated School Health Programs To Support Academic Achievement and Healthy Schools, September 2003.

[http://www.michigan.gov/documents/CSHP Policy 77375 7.pdf](http://www.michigan.gov/documents/CSHP_Policy_77375_7.pdf)

District to organize the Coordinated School Health Team and invite appropriate District stakeholders to become members of the Coordinated School Health Team. A Coordinated School Health Team may include representatives from the following areas:

- Administration
- Counseling/psychological/and social services
- Food Services
- Health education
- Health services
- Parent/guardian, student and community (including health care providers, hospital and public health department staff, non-profit health organizations, physical activity groups, community youth organizations, and university or other governmental agencies).
- Physical education

Staff shall be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages and support for:

- Self respect
- Respect for others
- Healthy eating
- Physical activity⁸

These rules are subject to ongoing administrative review and modification as necessary to help assure compliance with the purpose and intent of Spring Lake Public School District Local Wellness Policy. Any District stakeholder wishing to express a viewpoint, opinion, or complaint regarding these rules should contact:

Director of Business
345 Hammond Street
(616) 846-5500
Fax: (616) 846-9830

Students, staff, and community will be informed about the Local Wellness Policy annually.

Nutrition Education

Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District may offer age-appropriate nutrition education classes. In addition, nutrition education topics shall be integrated into the entire curriculum when appropriate.

The District shall implement a quality nutrition education program that addresses the following:

Curriculum:

⁸ The Role of Michigan Schools in Promoting Healthy Weight. September 2001.

<http://www.emc.cmich.edu/pdfs/Healthy%20Weight.pdf>

- Has a curriculum aligned with the Michigan Health Education Content Standards and Benchmarks.
- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in making healthy nutrition choices.
- Engages students in learning that prepares them to choose a healthy diet.
- Includes students of all abilities.
- Is taught by "highly qualified teachers"⁹

Opportunity to Learn:

- Includes students of all abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

Nutrition Standards

The District shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The District shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged.

Each school building in the District shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12 – ounce servings or less.
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less.
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce portions or less; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques.
- Accompaniments (sauces, dressings, and dips), if offered, in one-ounce servings or less.¹⁰

⁹ Michigan State Board of Education Policy On Comprehensive School Health Education, June 2004.
<http://www.michigan.gov/documents/Health> Education Policy final 94135 7.pdf.

¹⁰ Michigan State Board of Education Policy On Offering Healthy Food and Beverages In Venues Outside Of The Federally Regulated Child Nutrition Programs, December 2003.

The District shall monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues.

Vending sales of soft drinks, artificially sweetened drinks, and food items of limited nutritional value will not be permitted on school grounds prior to the start of the school day or throughout the instructional day, but may be permitted at special events that begin after the conclusion of the instructional day. For the federal law memorandum stating, "it is not permissible for a school to serve foods of minimal nutritional value during a meal service period..." refer to the following link:

<http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2001-01-16.pdf>.

The District shall encourage serving healthy food at school parties. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations.

The District shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value.

Physical Education and Physical Activity Opportunities

Developmentally appropriate physical education shall be offered every year to all students of the District.⁴ In addition, physical education topics shall be integrated into the entire curriculum when appropriate.

The District shall implement a quality physical education program that addresses the following:

Curriculum:¹¹

- Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- Has a curriculum aligned with the Michigan Physical Education Content Standards and Benchmarks.
- Influences personal and social skill development.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in physical abilities
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.
- Is taught by a certified physical education teacher trained in best practice physical education methods.

http://www.michigan.gov/documents/Healthy_Foods_AtchmtA_12_9_83141_7.pdf

¹¹ The Exemplary Physical Education Curriculum (EPEC) meet this administrative rule:

<http://www.michiganfitness.org/EPEC>

- Keeps all students involved in purposeful activity for a majority of the class period.

Opportunity to Learn:

- Builds students' confidence and competence in physical abilities.
- Has enough functional equipment for each student to actively participate.
- Includes students of all abilities.
- Offers ample instructional periods for elementary, middle and high school.¹²
- Provides facilities to implement the curriculum for the number of students served.

The District should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff should not withhold participation in recess from students or cancel recess to make up for missed instructional time on a regular basis.

Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports. Physical activity opportunities might include: before- and after- school extracurricular physical activity programs, Safe Routes to School Programs,¹³ and use of school facilities outside of school hours.

Other School-Based Activities Designed to Promote Student-Wellness

The District shall strive to create a healthy school environment that promotes healthy eating and physical activity.¹⁴ In order to create this environment, the following activities shall be implemented:

Dining Environment

The school district shall provide:

- a clean, safe, enjoyable meal environment for students,
- enough space and serving areas to ensure all students have access to school meals with minimum wait time,
- drinking fountains in all schools, so that students can get water at meals and throughout the day,
- encouragement to maximize student participation in school meal programs, and
- identity protection of students who eat free and reduced-price meals.

¹² Michigan State board of Education Policy on Quality Physical Education, September 2003. www.michigan.gov/documents/HealthPolicyPE_77380_7.pdf

¹³ Safe Routes to School Program Information: www.saferoutesmichigan.org

¹⁴ Michigan's Healthy School Action Tool: <http://mihealthtools.org/schools>

Time to Eat

The school district shall ensure:

- adequate time for students to enjoy eating healthy foods with friends in schools,
- that lunch time is scheduled as near to the middle of the school day as possible.

Consistent School Activities and Environment

The school district shall:

- have all school buildings complete the Michigan Healthy School Action Tool to ensure that school activities and the environment support health behaviors ,
- encourage that all school fundraising efforts should support healthy eating and physical activity ,
- provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education,
- make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours,
- encourage parents/guardians, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home,
- provide the health department phone number for information and outreach materials about other Food and Nutrition Service programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents/guardians,
- encourage all students to participate in school meal programs, (i.e., the National School Lunch, including snacks for After School Program, and School Breakfast programs).

Implementation and Measurement

All employees of the District are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum, these administrative rules. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of school personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults in the school environment are encouraged to make healthy food choices and engage in physical activity.¹⁵ The District shall work through its Coordinated School Health Team and building level staff to find cost effective ways to encourage staff wellness.

¹⁵ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

EYE PROTECTIVE DEVICES

The Board of Education requires that all students and teachers participating in the following classes wear industrial quality eye protective devices, which have been sanitized prior to use, when exposure to danger exists while participating in the, class.

1. Vocational or industrial arts laboratories involving the use of molten metal; milling, sawing, turning, shaping, grinding, cutting or stamping of solid metals; heat treatment, tempering or kiln firing of metal or other materials; gas or electric arc welding; repair or servicing of vehicles; or caustic or explosive material.
2. Chemical, combined chemical-physical laboratory work involving acids, caustic or explosive chemicals, or hot liquids or solids.

The Board of Education shall furnish such protective devices for students, teachers and visitors.

Class instructors shall be responsible for seeing that all students wear such devices when participating in the activities enumerated. Instructors shall also assume the responsibility of having sufficient devices on hand, or obtain them when necessary, to accommodate visitors to such classes.

Building principals shall assume the responsibility of seeing that sufficient eye protective devices are available to accommodate all situations requiring them and shall specifically call the attention of this policy to teachers of those classes.

STUDENT AWARDS AND SCHOLARSHIPS

The Board shall depend upon the professional staff under the leadership of the Superintendent or his designee to review all proposed trophies, prizes, scholarships and other awards from non-school donors. Direct monetary rewards are strictly prohibited.

Awards which have been approved shall be presented to those students who have been selected in accordance with criteria established by the terms of the award.

The Board may accept on behalf of the school, special scholarship funds and may administer those funds according to provisions in an agreement with the donor or his/her agent(s).

STUDENT RECORDS

In order to protect the privacy of parents and students, student record keeping procedures of the school district shall be governed by the following requirements:

1. Parents of students shall have the right to inspect and review the student records of their children, as well as the right to a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.
2. Written consent of parents shall be obtained before releasing personally identifiable data about students from student records except when otherwise permitted by law.
3. Notice to parents and students of their rights under this policy shall be provided at least annually, including the time at which such rights are transferred solely to the student.

The Superintendent of Schools or his/her designee shall be responsible for preparing appropriate administrative guidelines and procedures in order to implement the above policy.

LEGAL REF: Family Rights and Privacy Act

STUDENT RECORDS

The primary purpose for establishing and maintaining a student record system within an educational institution is to assist those responsible for working with young people in carrying out their legitimate educational responsibilities more effectively.

Student Records Definition

- A. For purposes of these guidelines, the term "student records" means records, files, documents and other materials, except as provided below, which:
- (1) Contain information directly related to students who are or have been in attendance.
 - (2) Are maintained by the school district or by a person acting for the district.
- B. The term "student records" does not include records of institutional, supervisory and administrative personnel and educational personnel ancillary. These records are not accessible or revealed to any other person except a substitute.

Release Without Consent of Parents

Student records or personally identifiable information contained therein (other than directory information) may be released to the following individuals, agencies or organizations without the written consent of parents:

- A. School officials, including teachers within the school district, who have been determined by the Superintendent to have legitimate educational interest. These include the following:
- (1) Superintendent and other district administrators
 - (2) Principals and assistants
 - (3) Guidance Counselors
 - (4) Social Workers
 - (5) School Psychologists
- B. Officials of other schools or school systems in which the student seeks or intends to enroll.
- C. Authorized representatives of:
- (1) Comptroller General of the United States
 - (2) Secretary of the Department of Health, Education and Welfare
 - (3) An administrative head of a federal educational agency (for example, commissioner of education, director of the National Institute of Education and the Director of the National Center for Educational Statistics)
 - (4) State educational authorities for the purpose of auditing and evaluating federally supported education programs or in connection with the enforcement of the federal legal requirements which relate to such programs;

Provided that except when specifically authorized by federal law, any data so collected by such authorized representatives shall not include information (including social security numbers) which would permit the personal identification of students after the data so obtained has been collected.

- D. In connection with a student's application for or receipt of financial aid.
- E. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
- F. Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was gathered.
- G. Accrediting organizations in order to carry out their accrediting functions.
- H. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Access or Release Requiring Consent of Parents

Access to student records or release thereof may not be permitted other than as provided above unless:

- A. There is written consent from the student's parents specifying records to be released, the reasons for such release and to whom, and with a copy of the records to be released to the student's parents and the student if desired by the parents.
- B. Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the school.

Record Keeping Requirements

A record shall be maintained and kept with the student record of each student, indicating all individuals, agencies or organizations (other than those specified above) which have requested or obtained access to a student's records. This record will indicate specifically the legitimate interest that each person, agency or organization has in obtaining this information.

Conditions Relating to Personal Information

Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

Availability to Parents

- A. Parents shall have the right to inspect and review the education records of their children upon request and within a reasonable period of time thereafter.
- B. Where education records include information on more than one student, the parents of the student seeking access shall have the right to inspect and review only that part of the record as pertains to their child or to be informed of the specific information contained therein.
- C. For purposes of this section, whenever a student has attained eighteen (18) years of age, the permission of consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Notice of Policy

The Superintendent or his/her designee shall inform parents of students and students eighteen (18) years of age or older of the rights accorded them under this policy. Such notice shall be given at least annually.

Directory Information

- A. Categories of information:
Subject to the conditions set forth below, the school may make available for public use the following information concerning students:
 - (1) Name, address and telephone number
 - (2) Date and place of birth
 - (3) Participation in officially recognized activities and sports
 - (4) Weight and height of members of athletic teams
 - (5) Dates of attendance
 - (6) Awards received
 - (7) Name of school attended
- B. Conditions for release of directory information:
 - (1) The school shall provide public notice of the categories of information which it has designated as directory information.
 - (2) The school shall allow a reasonable period of time after notice has been provided to enable parents to inform the school that any or all of the information designated should not be released without the parent's prior consent.

Fees

All persons, agencies or organizations who, pursuant to this policy concerning student records, have the right to obtain or receive copies of student records, may be required to pay a reasonable fee for the purpose of defraying the costs entailed in reproducing such records.

Definitions

- A. Whenever the word "parents" is used in this guideline, it shall also mean and refer to "legal guardian".
- B. The term "student" includes any person with respect to whom the school maintains student records or personally identifiable information, but does not include a person who has not been in attendance at such school.

**PROCEDURES FOR REQUESTING AMENDMENT OF
EDUCATION RECORDS BY PARENTS OR ELIGIBLE STUDENTS**

1. When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she (hereinafter referred to as the petitioner) should request the record custodian to correct it. If the record is incorrect because of an obvious error, the record custodian shall make the correction. If the record is changed at this level, the method and result must satisfy the person.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he will:

- A. Provide the parent/eligible student a copy of the questioned record at no cost or at cost of reproduction.
 - B. Ask the parent/eligible student to initiate a written request for the change; and
 - C. Follow procedure 2.
2. The written request to correct a student's record shall specify the correction the requester wishes the district to make. It shall identify the item the requester believes is incorrect and state reasons he or she believes the item is inaccurate, misleading and in violation of student rights. The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials, make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to No. 3 for a decision.

If, as a result of this review, the record custodian decides the record should be corrected, he will effect the change and notify the requester in writing that he has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

3. The Superintendent will review the material provided by the record custodian and, if necessary discuss the matter with other officials such as the school attorney or the Board of Education (in executive session). If the review will take longer than two weeks, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, he will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he would if the change had been made at the second level.

If the Superintendent decides the record is correct, he will prepare a letter to the requester which will include:

- A. The school district's decision that the record is correct and the basis for the decision.
 - B. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing.
 - C. Instructions for the requester to contact the Superintendent, or an official he designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing.
 - D. Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
5. After the requester has submitted (orally or in writing) his wishes concerning the hearing time and place, the Superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record.

Within one week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence submitted at the hearing. Therefore, the Superintendent may overrule the hearing officer if he believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the Superintendent will take one of the following actions:

- A. If the decision is that the district will change the record, the Superintendent will instruct the record custodian to correct the record and notify the requester.
- B. If the decision is that the district will not change the record, the Superintendent will prepare a written notice to the requester which will include:
 - (1) The school district's decision that the record is correct and will not be changed.
 - (2) A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
 - (3) Advice to the requester that he or she may place in the student's education record an explanatory statement which states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.
- 5. When the school district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

TRANSFER OF STUDENT RECORDS TO OTHER SCHOOL RECORDS

It shall be the policy of the Board of Education to transfer records of students to a school in which the student seeks enrollment or intends to enroll upon request of the parent or the school in which the student is enrolling. Records shall be sent within twenty (20) days from the time the request is made.

Permission of the parents shall not be required. However, the parents shall be notified that the records have been sent and shall be sent a copy of said records if they so request. The parent may also be given the opportunity to challenge any records sent.

Records transferred shall include the following:

1. Pupil's legal name/any other name. The full legal name of a person, including last name, first name and middle name and any appendage such as "junior" or "III"; also include any other than the legal name by which a person is known or may have been known, including the maiden name of a married female.
2. The person's sex.
3. Date of birth or verification of birthdate. The year, month and day of a person's birth and the type of evidence verifying birthdate.
4. Names of parents/legal guardians. The names of the persons having parental or legal guardianship responsibility for the student. If the student is not residing with a parent or legal guardian, information should be included about the responsible adult or domicile.
5. Grade level. The portion of a school program which represents the work of one regular school term, identified by a designation such as kindergarten, grade 1, grade 10. Ungraded areas should be designated "ungraded" or any other applicable designation if different from kindergarten or grades 1-12.
6. Date of entry. The complete date (day, month, year) on which the student entered the particular school or the school system.
7. Date of withdrawal. The complete day (day, month, year) the student withdrew from membership in the school district. The date of withdrawal from membership is the first day after the date of last attendance or last date of excused absence.
8. Name, address, phone number of the school building.
9. Subjects taken, with applicable marks. The student's program of studies (name of subject, course, program) and any final mark or report or any

other method for evaluating the performance of the student. Included will be an interpretation of the marking system, if not self-explanatory.

10. Health and sensory related conditions.
 - A. Immunization record. Record of immunization maintained for every pupil, containing information required by the Michigan Department of Public Health.
 - B. Vision and hearing test results. Results of the most recent vision and hearing tests.
11. Test results. Results of standardized tests taken by the student during the last three years of attendance in the school district. Include results of any college admission and scholarship qualifying tests such as PSAT/NMSQT, SAT and its achievement tests, and the ACT.
12. Handicapped student records. In addition to the above record data, the school district will send the following from a handicapped student's record:
 - A. Latest IEPC used to determine eligibility for special education, which includes the MET (Multi-disciplinary Evaluation Team) report.
 - B. Latest IEPC review of the program if the eligibility IEPC was not within the past year.
13. The Superintendent may determine other records to be sent. Specific records for individual students may be sent if in the judgment of the principal and/or counselors and approved by the Superintendent, such information would be beneficial in working with the student in the new school setting. Care should be taken not to include information which might be prejudicial in nature and which might adversely affect the adjustment of the student in his/her new school.

Receiving school districts shall be requested to acknowledge receipt of records sent to them within twenty (20) days. Such letters of acknowledgment shall become a part of the school district's student record keeping system.

Though the receiving district becomes the official custodian of student records, this district shall maintain original pupil attendance and membership records for a minimum of three (3) years.

Any records not transferred to the receiving district shall be maintained for the stipulated minimum time as required by the Michigan Department of Education.

Copies of records sent to school districts in another state or a school not approved by the Michigan Department of Education shall be maintained by the district.

No school records shall be withheld because a student has outstanding financial obligations to the school district.

STUDENTS

File: _____ JOB (Cont.)

LEGAL REF: Family Rights and Privacy Act
Attorney General's Opinion No. 6064

CROSS REF: File JO (Student Records and Their Access)
File JO-R (Access to Student Records)

PROCEDURE FOR EDUCATING A CHILD AT HOME

The District has established the following guidelines to home education:

Participation in School

Students who are not in attendance at a District school by reason of home education will be deemed to have withdrawn from enrollment in District schools during the period of home education.

- A. If the homeschool has met the reporting requirements of the law the student is eligible to attend a District school on a part-time basis in non core-curriculum courses such as band, physical education, art, vocational education, and driver education and may be eligible for auxiliary services.

If that student is also enrolled as a student in the District for non core-curriculum courses, he/she may be eligible to participate in school-sponsored athletic programs or teams. (Michigan High School Athletic Association eligibility rules require that a student must be taking twenty (20) hours of academic work toward graduation at the high school) as well as in school-sponsored co-curricular or extracurricular activities or programs.

If the student is not enrolled in a District school on a part-time basis, he/she may not participate in any of the District co-curricular or extracurricular activities.

- B. If the homeschool has not met the reporting requirements, the student may not participate in any school activities.

Assessment

The District strongly recommends that the parents maintain a record of the educational program, including assessment of their child's academic progress, as this information will be useful to a school district, should the parents decide to re-enroll their child in a public school. Such an assessment could include:

- A. resources and books used in the course;
- B. courses of study completed;
- C. the number of hours devoted to each course of study;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized text scores demonstrating the student's ability.

If the homeschool has met the reporting requirements, the home-schooled student will be permitted to take MEAP and any other achievement/ability tests normally given at each grade by the District. This is to be done cost-free, but must be done during the regular testing cycle. It is the parent's responsibility to make the appropriate arrangements with the school principal. The District will not pay for any standardized testing of students not enrolled in the school district. The student may take tests such as the PSAT, PLAN, etc. normally given at the high school at the same cost charged District students.

Re-enrollment in School

If a parent wishes to have his/her child return to a District school, he/she must follow normal enrollment guidelines. The conditions described in JEDB "Student Transfer from a Non-Public School" will apply.

In grades 9-12, if the student wishes to enroll, the parent will be asked to provide an academic assessment record for each class taken at home. Such a record will assist the school in making the proper placement. Athletic eligibility will be determined by MHSAA guidelines and District athletic policy.

Students are encouraged to enroll at the beginning of a semester.

All courses taken at a homeschool will be given a grade of Pass or Fail (P/F) and transcripts will denote "home education" with P/F grades and "credits" assigned. If a parent wishes to have his/her child return to a District school, he/she must follow normal enrollment guidelines. The conditions described in JEDB "Student Transfer from a Non-Public School" will apply. The student's grade of P/F will be based on the school's assessment of the student's knowledge of the subject matter as will his/her grade placement in the school. If a student transfers in from any other type of non-public school, transcripts are to denote the courses taken at that school.

The student's grade point average will be established only after he/she has completed two (2) consecutive semesters of attendance at the high school. To be eligible for awards such as Valedictorian or Salutatorian, National Honor Society, etc., the student must be enrolled for two (2) consecutive semesters prior to the second semester of the of the senior year.

If the student wishes to graduate, he/she must meet the requirements as specified in the District's policy on graduation and the high school's graduation guidelines. If the student seeks a State-endorsed diploma, he/she must pass the proficiency tests and other requirements of the State.

PROCEDURE FOR EDUCATING YOUR CHILD(REN) AT HOME

The District has established the following requirements and limitations to home education:

Participation in School

Students, who are excused from attendance at school by reason of home education will be deemed to have withdrawn from enrollments in this district during the period of home education. If the homeschool has met the reporting requirements of the State:

- A. Children may participate in certain activities not associated with the core curriculum such as band, physical education, driver education, art, and vocational education, and be eligible for auxiliary services;
- B. If the child is also enrolled as a student in the district for noncore-curriculum courses, his/her eligibility to participate in school-sponsored athletic programs and other noncurricular activities for District students will be determined by MHSAA rules and regulations.
- C. If the child is not enrolled in any of the district's noncore-curriculum courses, (s)he may not participate in any of the noncurricular activities for students.

If the homeschool has not met the reporting requirements of the State, the students may not participate in any district programs or school activities.

Assessment

The district strongly recommends that homeschools maintain a record of the educational program, including assessment of children's academic progress, as this information will be very important should the child be re-enrolled. Such a record should include:

- A. resources and books used in course;
- B. course of study completed;
- C. the number of hours devoted to each course of study;
- D. a portfolio of work done;
- E. examples of tests and test scores;
- F. standardized test scores demonstrating your child's ability.

If the homeschool has met the reporting requirements of the State, students will be permitted to take the MEAP and other appropriate achievement/ability tests normally given by the district. This will be done cost-free but must be done during the regular testing cycle. It is the homeschool's responsibility to make the appropriate arrangements with the school principal. The district will not pay for any standardized testing of students not enrolled in this school

district. Students may take tests such as the PSAT, PLAN, etc. normally given at the high school at the same cost charged high school students.

Re-Enrollment in Public Schools

If homeschooled students return to a school in this district, normal enrollment procedures must be followed. The following conditions will apply to determine the appropriate grade placement which will be made by the school principal and appropriate staff:

Placement will be based upon:

Kindergarten through Grade 8:

- A. the child's academic assessment report based on the assessment the district will do upon the readmittance of your child;
- B. age and readiness to participate properly in the grade-level program.

Grades 9 through 12:

- A. To enter the high school, the homeschool must provide an academic assessment report for each course taught in the homeschool;

(Four (4) weeks advance notice is needed to review the assessment report to make proper grade and subject placement.)
- B. Placement into a grade (e.g. 10th) and subject (e.g. English) will be made according to:

1) age appropriateness; 2) the results of the review of the academic assessment report you may submit; and 3) the results of the assessments the high school will do to determine what knowledge and skills your child possesses and at what level of proficiency.

Athletic eligibility will be determined by the Michigan High School Athletic Association.

Students can only enroll at the beginning of each semester.

All home-based, private education courses will be given a grade of P/F (Pass/Fail) and transcripts will denote "home education, private education" with "P/F grades" and "credits" assigned.

A Student's grade point average will be established after (s)he has completed two (2) consecutive semesters of attendance at the high school. To be eligible for awards such as Valedictorian or Salutatorian, Distinguished Scholar, Michigan Academic Scholarship, etc. students must be enrolled for two (2) consecutive semesters prior to the second semester of the senior year.

If students wish to graduate from the district high school, (s)he must meet the requirements specified in the Board of Education's policy on graduation and the high school's graduation guidelines. If students will be seeking a State-endorsed diploma, they must pass the State proficiency tests and meet other requirements of the State.

DIRECTORY INFORMATION

There are occasions, such as in the publishing of athletic or activity programs, honor rolls and awards, on which the school may desire to publish limited information about the student. Annually such information shall be determined and notification given to parents and/or guardians that certain directory information may be published from time to time during the school year. Parents shall be given a time period to register their objections to the release of such information by the school. No such information shall be released for those students whose parents register an objection.

The Board retains unto itself the determination of what directory information may be released and shall not be obligated to request release of information from parents merely because of a request from an organization, a group of citizens or an individual.

LEGAL REF: Family Educational Rights and Privacy Act

STUDENT PHOTOGRAPHS

The Board sanctions the practice of the Superintendent or his/her designee contracting with commercial photographers to take pictures and make them available to parents as a service to the students as a part of the total school program. The district will follow similar guidelines with regards to other vendors and their goods and services. It is expected that good business practices and Board purchasing guidelines will prevail in such selection.

In addition, the school may contract with commercial photographers to take pictures of students for specific purposes such as graduation pictures, yearbooks, class pictures, student records or identification cards.

No student, however, shall be required to have his/her picture taken by school contracted commercial photographers and shall not be pressured for the purchase of photographs. Students may substitute photographs taken by photographers of their choice to be used in yearbooks or for official school records. The school may establish reasonable specifications for such pictures.

The Superintendent shall establish guidelines for implementing this policy.

LEGAL REF: General School Law 380.1349

CROSS REF: File DJF (Purchasing Procedures)

STUDENT PHOTOGRAPHS

In arranging for student photographs with commercial photographers, the Superintendent or his/her designee will adhere to the following guidelines and regulations:

1. Service to the students will be the outstanding feature of the agreement.
2. The purchase of all, any portion of, or none of the photographs is the option of the student, an option to be exercised without coercion.
3. The agreement with the photographer will not result in any excessive cost to the student. The price must be comparable to or lower than the student could obtain elsewhere.
4. There will be no requirement that any student be photographed.
5. Since the service can be provided most efficiently at the school, it is permissible for the photographs to be scheduled during the school day.
6. The school is not obligated to pay the photographer for the service whether or not any student purchases the pictures. Any proceeds from sale of pictures will be deposited in a school picture fund internal account to be used by that building as determined by the principal and staff.
7. In no event may any school official or staff member solicit or receive for personal use any supplies, equipment, gift, service, or anything of value as a result of the agreement between the school and the photographer.
8. The negotiations and agreement between the school and the photographer will be discussed at an administrative council meeting before any commitment is made.