

2000—GENERAL SCHOOL ADMINISTRATION

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2010 Goals and Objectives

2010

Proper administration of the schools is most vital to a successful educational program. It shall be the general purpose of the administration to coordinate and supervise, under the policies of the Board, the total operation of the District. Administrative duties and functions shall be appraised in terms of their contribution to the improvement of instruction and learning.

The Board shall rely on its chief executive, the Superintendent, to provide the professional administrative leadership necessary for effective operation of the schools. All administrators are expected to administer their units in accordance with Board policies and the Superintendent's rules and regulations.

The Board shall assume the responsibility for clearly specifying requirements and expectations of the Superintendent and then holding the Superintendent accountable for evaluating how well those requirements and expectations are met. The Superintendent shall be responsible for clearly specifying requirements and expectations of other administrators and then holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administrators in the District shall be:

1. To manage the District's various departments, units, and programs effectively.
2. To provide professional advise and counsel to the Board and to advisory groups established by Board action. Preferably, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.

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3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision making process for improvement ideas of staff, students, parent(s)/guardian(s) and others.

Approved: February 22, 2010

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2020 Administrative Organization

2020

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

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

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

Approved: February 22, 2010

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2030 District Authority

2030

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

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

Approved: February 22, 2010
LEGAL REF: MCL 380.11a

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2100 School Superintendent

2100

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

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

Approved: February 22, 2010

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2110 Superintendent Qualifications

2110

The Board shall endeavor to secure a Superintendent who has the following qualities:

- Earned at least a Master’s Degree from an approved institution of learning with graduate study in educational administration (although a doctor’s degree is not required, work toward the degree is considered desirable);
- Preference for person who has acquired at least three years of successful experience in teaching and in the administration of schools;
- Established him/herself as an educational leader in the profession through active participation in a variety of areas; and
- Be knowledgeable in the use of educational technology, both at the personal and professional levels, and shall present evidence of being a technology leader in education.

Approved: February 22, 2010
LEGAL REF: MCL 380.1246

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2120 Duties of the Superintendent

2120

Essential Duties

The essential duties and responsibilities of the Superintendent shall be:

1. To serve as administrative head of the entire District and chief executive officer of the Board, in charge of both educational and business functions,
2. To attend all regular meetings of the Board, unless excused by the President of the Board, and keep the Board continually informed on the progress and condition of the schools,
3. To carry out policies and rules of the Board,
4. To initiate matters of educational policy and to make definite recommendations thereon,
5. To recommend the number and types of positions required to provide proper personnel for the operation of education programs,
6. To nominate for appointment, assignment, transfer, or termination and to define the duties of all personnel, subject to approval of the Board,
7. To recommend, in writing, the teachers necessary for the schools, and
8. To suspend a teacher or administrator for cause until the Board may consider the suspension.

General Duties

The general duties of the Superintendent shall be:

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

Section 2000 – General School Administration

2120 Duties of the Superintendent

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4. To conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings,
5. To assure that District finances are credited with interest earned by tax money on deposit with the county Treasurer by executing written agreement with the county Treasurer,
6. To put into practice the educational policies of the Board,
7. To supervise and direct the work of the teachers and other employees of the Board,
8. To classify and control the promotion of students,
9. To recommend to the Board the best methods of arranging the courses of study,
10. To recommend to the Board the proper textbooks to be used,
11. To make written reports to the Board,
12. To make written reports to the state,
13. To assist the Board in matters pertaining to the general welfare of the District, and
14. To perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved: February 22, 2010

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246

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2130 Recruitment (Cf. 5020)

2130

When a vacancy in the superintendency occurs, the Board may aggressively recruit, or may hire an appropriate consultant, in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to carry out the duties of the Superintendent successfully.

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

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

Approved: February 22, 2010
LEGAL REF: MCL 380.1246

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2140 Superintendent Appointment

2140

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

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

The Superintendent's contract shall be considered for renewal at a meeting prior to the April Board meeting. A copy of the contract shall be on file at the Board office. The contract shall contain a provision excluding the Superintendent from attaining tenure in the administrative position.

Approved: February 22, 2010

LEGAL REF: MCL 15.268(8f); 38.91; 380.1229; 380.1246

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2150 Compensation and Benefits

2150

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

Approved: February 22, 2010

LEGAL REF: MCL 380.1250

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2170 Professional Development Opportunities

2170

The annual budget shall provide an allocation for the Superintendent's attendance at educational meetings. The Superintendent shall be authorized to attend those conferences, workshops, and seminars, which in his/her judgment shall be of greatest value to the District within the limitations provided in the budget and/or limitations specifically placed on such attendance by the Board.

The Superintendent shall annually report to the Board, as nearly as possible, the meetings he/she plans to attend and shall notify the Board President when attendance at such meetings will cause him/her to be absent from the District for more than a day.

Approved: February 22, 2010

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

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2200 Consulting Activities (Cf. 5645)

2200

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

Approved: February 22, 2010

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2250 Superintendent Evaluation

2250

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

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

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

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

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2250 Superintendent Evaluation

2250-2

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

The evaluation procedure shall be on file at the District Central Business Office.

Approved: February 22, 2010

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

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2270 Resolution Regarding Employee Resignations

2270

The Board authorizes and directs the Superintendent, and his/her designee(s), to accept all employee resignations on behalf of the District. Those persons, whom the Superintendent may wish to designate as being authorized to accept resignations, shall be so notified in writing by the Superintendent. Upon acceptance, resignations shall be irrevocable. The Superintendent shall inform the Board of any resignations on a monthly basis.

Approved: February 22, 2010

LEGAL REF: MCL 38.111; 380.1131; 380.1231

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2400 Administrative Personnel (Central Office and Building Level) 2400

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

Compensation Guides and Contracts

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

Fringe Benefits

Administrators shall be provided with fringe benefits as negotiated between administrators and the Superintendent and the Board. Those fringe benefits and additional benefits shall be determined by the Board on an individual basis upon recommendation of the Superintendent and the personnel committee.

Leaves of Absence

Leave provisions may be granted by the Board upon recommendation of the Superintendent and the personnel committee.

Vacation

Vacation periods for administrators shall be determined by the Board for each administrator on an individual basis. Vacation periods for Principals are subject to the approval of the Superintendent.

Vacation periods for the Superintendent are subject to the approval of the Board President or his/her designee.

Professional Membership

The Board may pay the professional membership dues to the appropriate state and national association for each administrator.

Qualifications and Duties

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

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2400 Administrative Personnel (Central Office and Building Level)

2400-2

Recruitment

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

Assignment

Assignment of administrative personnel shall be recommended by the Superintendent subject to approval of the Board.

Orientation

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

Supervision

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

Time Schedules

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

Temporary Administrators

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

Personnel

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

Travel Expense

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

Section 2000 – General School Administration

2400 Administrative Personnel (Central Office and Building Level)

2400-3

Temporary Administrative Arrangement

The person(s) assigned to act as the chief administrator of the District in the absence of the Superintendent shall be assigned and approved annually during the Organizational meeting of the Board. Such assignment shall be based on the recommendation of the Superintendent. Building Principals who do not have Assistant Principals in their buildings shall designate a teacher to be in charge of the building during their absence from the building during school hours.

Approved: February 22, 2010

LEGAL REF: MCL 38.91

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2400-R Administrative Personnel (Central Office and Building Level)

2400-R

The Board will solicit the recommendations of the Superintendent in appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel. The Board may take actions on any of these matters.

Recruitment

All applicants will be screened initially by the Superintendent who may use other staff members to assist him/her, and who shall then make recommendations to the Board.

At the discretion of the Superintendent, all or part of the expenses incurred by candidates who are interviewed for an administrative position may be paid by the District.

The District shall endeavor to conduct interviews on a school day so that a candidate may visit the schools of the District while they are in session.

Compensation Guides and Contracts

Central staff administrative contracts and all line administrator contracts will be reviewed each March. The term of each administrative contract will be determined by the Board in accord with law. Contract forms for administrators will be drawn by the school District's attorney.

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2430 Administrative Evaluation (Cf. 2250, 5520)

2430

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

Approved: February 22, 2010

LEGAL REF: MCL 15.231-244; 15.268; 380.1229

Section 2000 – General School Administration

2430-R Administrative Evaluation

2430-R

The Superintendent shall either communicate with the Board members through providing a summary of the evaluations for each administrator shall be available for Board review at the Central Board Office. The communication shall indicate the Superintendent's recommendation as to the employment status of the administrator.

After reviewing summaries or evaluations, Board members shall indicate to the Superintendent whether they wish to discuss certain individual evaluations in the light of areas that may infer that possible discipline, suspension or dismissal is indicated, or that certain complaints should be heard. The Superintendent shall give the administrator(s) so specified the opportunity to determine whether the review shall be held in a closed or an open meeting. Only those portions of the evaluation that might relate to complaints, discipline, suspension, or dismissal shall be discussed if the meeting is closed.

The Superintendent shall be responsible to review the evaluation with the administrator. The evaluation process and procedures shall be developed cooperatively by the Superintendent and administrative staff.

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

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

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

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

The Administrator in Charge of Special Education
Mason County Central School District
300 West Broadway
Scottville, Michigan 49454
231-757-3713

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

Mason County Central School District

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

2450-2

The Superintendent of Schools
Mason County Central School District
300 West Broadway
Scottville, Michigan 49454
231-757-3713

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

The Vice-President of the Board of Education
Mason County Central School District
300 West Broadway
Scottville, Michigan 49454
231-757-3713

All other inquiries related to discrimination should be directed to:

Superintendent of Schools
Mason County Central School District
300 West Broadway
Scottville, Michigan 49454
231-757-3713

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action:

1. Cause an investigation of the complaint to be commenced.
2. Arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint.
3. Complete the investigation of the complaint and provide, in writing, a reply to the complainant.

Mason County Central School District

Section 2000 – General School Administration

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

2450-3

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

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

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

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

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

Approved: February 22, 2010
LEGAL REF: Included in Text

Section 2000 – General School Administration

2550 Handbooks and Other Publications

2550

In order that pertinent Board policies and administrative rules/regulations or procedures are known by all staff members and students, District administrators and Principals are granted authority to develop and issue staff and student handbooks.

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

Approved: February 22, 2010

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2550-R Handbooks and Other Publications

2550-R

It is essential that the contents of all handbooks conform to District-wide policies; it is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects credit on the District. The Superintendent may review all handbooks prior to publication to ensure that the contents conform completely to Board policy and current law.

The Superintendent may approve the publication of all curriculum guides, manuals, handbooks, and pamphlets and similar book-type publications that is directive in nature. Student handbooks must be consistent in all respects with Board policies. If requested by the Superintendent, Board approval shall be obtained for all rules/regulations or procedures that might involve litigation.

The Board may review District-wide personnel handbooks in order that the contents may be accorded the legal status of Board-approved policy. It shall be in the judgment of the Superintendent as to whether other specified handbooks or publications need Board approval; however, all handbooks published are to be made available to the Board for informational purposes.

Building Rules and Regulations

Building Principals and their staffs are authorized to develop and disseminate rules and regulations that specifically apply to their buildings. Such rules and regulations must comply in all respects with Board policy and should be submitted to the Superintendent for approval.

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2560 Consultants (Cf. 1220)

2560

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

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

All consultants shall be hired based on a written contract.

Approved: February 22, 2010

Section 2000 – General School Administration

2590 Professional Development Opportunities - Administrators
2590

Administrators of the District shall make every effort to stay abreast of the latest developments in their respective fields. The Board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops, or other activities, which will directly benefit the District's schools.

Each Principal, as well as other administrators, shall be responsible for submitting to the Superintendent for approval, a recommended schedule of state and national meetings to be attended during the school year and the estimated cost of attending. The schedule shall be submitted within two weeks of the opening of school.

Expenses of registration fees, board and room, travel and other incidental expenses will be paid by the District to attend state, national and local meetings approved by the Superintendent in accordance with money budgeted for this purpose; to attend periodic in-service workshops sponsored by the District; to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

The Superintendent shall determine whether the proposals are within the budget approved for such purposes, taking into consideration that other workshops and seminars during the school year could have value for the school District. In the event not all requests can be approved, the Superintendent will work with the administration staff in determining priorities. However, the Superintendent shall make the final decision.

Approved: February 22, 2010
LEGAL REF: MCL 380.1525

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2700 Policy Implementation

2700

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

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

Approved: February 22, 2010

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2750 Administrative Rules (Cf. 1570)

2750

The Superintendent has the responsibility for developing required rules/regulations and procedures to carry out Board policies and to operate the District's schools. These rules/regulations and procedures shall constitute the administrative regulations governing the schools. The Superintendent shall inform the Board of new administrative rules or substantive changes in existing administrative rules.

There may be cases where the Superintendent requests that the Board officially approve/adopt administrative rules. In those instances where administrative rules have been approved/adopted by the Board, the rules shall be subject to a planned review by the Board and the District's administrative staff.

Should the Board feel that any administrative rule is unlawful, or does not reflect the policy intent of the Board; the Board may modify or reject the rule as the situation warrants.

Staff Involvement

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

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

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the area in which the committee was designated to operate. All committees shall terminate no later than one year after their establishment unless re-established by the Board or the administration.

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2750 Administrative Rules (Cf. 1570)

2750-2

Community Involvement

The Superintendent may involve District stakeholders on committees or study groups whenever necessary and when participation of community members may materially aid in the solution of District problems or enhance the submission of recommendations of proposed Board action or District policy formulation.

Student Involvement

The use of student input in the formation of policies and rules may be considered to the extent desirable by the school District's administration. Students may be appointed to work on committees.

Rules Adoption

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

Rules Dissemination

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

Administration in Policy Absence

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

Approved: February 22, 2010
LEGAL REF: MCL 380.11a

Mason County Central School District

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2760 Indemnification - Board Members and Others

2760

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

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

Approved: February 22, 2010
LEGAL REF: MCL 691.1408

Section 2000 – General School Administration

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

2780

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

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

- the name of the pupil,
- the name of the medication,
- the dosage of the medication,
- the route of administration, and
- the time the medication is to be administered to the pupil.

All of the above must accompany the request and be kept on record by the school.

The parent(s)/guardian(s) request/permission and a physician’s instructions for administration shall be renewed every school year.

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

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The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

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

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.

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.

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

2780-3

Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

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

Diabetic Emergencies

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

Management of Students with Asthma in the School Setting

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance.

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2780-4

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,
- the name of physician,
- the dosage, and
- frequency of administration.

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

2780-5

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

Record-Keeping of Medications

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

Approved: February 22, 2010

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)

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R

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.

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-2

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(S)/GUARDIAN(S):

Parent(s)/Guardian(s) 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

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-3

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(s)/Guardian(s) Signature: _____ Date: _____

_____ Date: _____

Signs of Asthma Emergency

SEEK EMERGENCY CARE IF A CHILD EXPERIENCES ANY OF THE FOLLOWING:

- CHILD'S WHEEZING OR COUGHING DOES NOT IMPROVE AFTER TAKING MEDICINE (15-20 MINUTES FOR MOST ASTHMA MEDICATIONS)
- CHILD'S CHEST OR NECK IS PULLING IN WHILE STRUGGLING TO BREATHE
- CHILD HAS TROUBLE WALKING OR TALKING
- CHILD STOPS PLAYING AND CAN NOT START AGAIN
- CHILD'S FINGERNAILS AND/OR LIPS TURN BLUE OR GRAY
- SKIN BETWEEN CHILD'S RIBS SUCKS IN WHEN BREATHING

Asthma is **different for every person**. The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency...

Call 911 and the child's parent(s)/guardian(s)

SIGNS OF A DIABETIC EMERGENCY

LOW BLOOD SUGAR (HYPOGLYCEMIA)

ONSET CAN BE RAPID. MOST LIKELY TO OCCUR AT PEAK INSULIN ACTION TIMES, SUCH AS BEFORE LUNCH.

SIGNS:

FRAINTNESS/WOOZINESS/SHAKINESS
FATIGUE
SWEATING
DIZZINESS/WEAKNESS
PALE SKIN/CLAMMY SKIN
INAPPROPRIATE ACTIONS/CONFUSION
IRRITABILITY/MOOD CHANGES/CRANKINESS
DIFFICULTY FOLLOWING INSTRUCTIONS
COMBATIVENESS
INCOHERENT SPEECH
UNCONSCIOUSNESS

SYMPTOMS

MUSCLE CRAMPING
HUNGER
NERVOUSNESS
STOMACHACHE
BLURRED VISION/HEADACHE
CONVULSIONS

HIGH BLOOD SUGAR (HYPERGLYCEMIA)

ONSET MAY BE GRADUAL OR RAPID AND CAN LEAD TO SEVERE ILLNESS OR EVEN DEATH

SIGNS AND SYMPTOMS:

EXCESSIVE THIRST AND FREQUENT URINATION
BLURRED VISION
DROWSINESS/FATIGUE
ABDOMINAL PAIN
NAUSEA
VOMITING
LABORED BREATHING AND
FRUITY SMELLING BREATH

CHILDREN AND YOUTH THAT DISPLAY THESE SYMPTOMS SHOULD BE REPONDED TO IMMEDIATELY. EACH CHILD MAY REACT DIFFERENTLY. YOU SHOULD HAVE A LIST OF SYMPTOMS EACH CHILD MAY EXHIBIT ON FILE ALONG WITH HOW TO RESPOND. FOR ANY OF THE ABOVE SIGNS & SYMPTOMS, REPORT INCIDENT TO THE CHILD'S PARENT(S)/GUARDIAN(S).

IF THE CHILD IS VOMITING AND IS UNABLE TO TAKE FLUIDS, CONVULSING OR BECOMES UNCONSCIOUS, OR IF YOU ARE UNCERTAIN OF WHAT TO DO CALL 911 AND THE CHILD'S PARENT(S)/GUARDIAN(S)

The Management of Students with Diabetes in Schools Workgroup

Mason County Central School District

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-6

Sample Permission Form for Prescribed Medication

School: _____
Date form received by the school: _____
Student: _____ Date of Birth or age: _____
Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Name of medication: _____

Reason for medication (Optional) _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (Schedule and dose to be given at school): _____

Start: date form received Other dates: _____
Stop: end of school year Other date/duration: _____

Restrictions and/or important side effects: None anticipated Yes, Please describe:

Special storage requirements: None Refrigerate

This student is both capable and responsible for self-administering this medication
 No Yes-Supervised Yes-Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back side of this form As an attachment

Date: _____ Signature: _____

Physician's Name: _____
Address: _____
Phone Number: _____

To be completed by parent(s)/guardian(s)

I request that (name of child) _____ receive the above medication at school according to standard school policy.

I request that (name of child) _____ be allowed to self-administer the above medication at school according to the school policy.

Date: _____ Signature: _____ Relationship: _____

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-7

School: _____ This information expires on June 30, _____

SCHOOL-BASED CARE PLAN for the STUDENT with DIABETES

Name: _____ Birth Date: _____

Address: _____

Parent(s)/Guardian(s) or Emergency Contact: _____ Home Phone: _____

Work Phone: _____ Pager/Cell: _____

SYMPTOMS SPECIFIC TO STUDENT

Low blood sugar

High blood sugar

- 1. _____
- 2. _____
- 3. _____

- 1. _____
- 2. _____
- 3. _____

TO BE COMPLETED BY PHYSICIAN

The following activities will require supervision and/or assistance for _____ during the school day. Please check all that apply:

- May self test?
- Blood glucose testing Daily at _____
- Blood glucose testing as need per symptoms
- Target glucose range _____
- Low blood sugar range _____
- Intervention _____
- High blood sugar range _____
- Intervention _____
- Ketone Checks If glucose levels over _____ mg/dl
- Administer Glucagon For following symptoms _____
- Insulin administration See attached schedule
- Snack Daily at _____
- Snack As needed

Training for the above procedures will be provided by: _____

Parent(s)/Guardian(s) Signature: _____

Physician Signature: _____

Physician's Address: _____ Phone: _____

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-8

MEDICATION ADMINISTRATION DAILY LOG

(To be completed for each medication administered) School Year _____ Name of Student: _____ Gender: _____

Date of Birth: _____ Grade/Teacher: _____ Name of School: _____ Name of Medication: _____

Dosage: _____ Route(s): _____ Time Given in School: _____ Expiration Date: _____

Directions: Initial with time of administration; a complete signature and initials of each individual administering medications shall be included below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Initial(s) of Individual Administering Medication	Signature	Initial(s) of Individual Administering Medication	Signature	Codes
1 _____	_____	7 _____	_____	(A) Absent (O) No Show
2 _____	_____	8 _____	_____	(E) Early Dismissal (W) Dosage Withheld
3 _____	_____	9 _____	_____	(F) Field Trip (N) No Medication Available
4 _____	_____	10 _____	_____	(X) No School (i.e. Holiday, weekend, snow day, etc.)
5 _____	_____	11 _____	_____	
6 _____	_____	12 _____	_____	

Use reverse side for reporting significant information (e.g. Observation of medication’s effectiveness, adverse reactions, reason for omission, plan to prevent future “no shows”). MDCH – Sample Updated 11-02

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-9

Resources for Staff Training

When selecting a person to train individuals to administer medications, it is imperative that this person knows the policies and procedures of the public school Districts, intermediate school Districts, public school academies, and nonpublic schools.

1. If the school District employs a licensed registered professional nurse, he/she can conduct the training.
2. The intermediate school District or local health department may also provide licensed professional nursing services for staff training (see list of local health departments in Michigan at <http://www.malph.org/page.cfm/18/>).
3. A school District can contact the Michigan Association of School Nurses (MASN) at 734-992-2223 or through their website at www.michiganschoolnurses.org to see if there is a licensed registered professional nurse available to provide this training to the District.
4. A medical professional (ie: physician, nurse, physician assistant) from the community may be available to conduct training for school staff.
5. If none of the above resources for training are available, contact Patty Lawless at the Michigan Department of Education, at 517-373-1122 or by email at lawlessp@michigan.gov.

Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-10

TRAINING CHECKLIST

Date(s) of Training: _____

Trainer(s) Name and Qualifications: _____

Names and job titles of individuals attending the training: ___ attached

Content and Skills Taught to Training Participants Shall Include:

___ Review of Michigan laws governing the administration of medications to pupils in schools.

___ Discussion of local school policies and procedures relating to the administration of medications to pupils in schools.

___ Safe storage and handling of medications in schools.

___ Uses, effects, and routes of administration of most commonly prescribed medications for pupils in schools.

___ Safe dispensing procedures for medications in schools, including procedures for field trips and other off-site school activities.

___ Review of local school policies and procedures related to pupil self-administration and self-possession of medications.

___ Recording procedures for medications administered in schools.

___ Procedures for dealing with medication administration errors.

___ Opportunity for participants to ask questions regarding administration of medications to pupils in schools.

Signature of Trainer: _____

School District: _____

Date of Training: _____

Mason County Central School District

Section 2000 – General School Administration

2790 School Safety Information Policy Implementation

2790

The Superintendent is hereby designated as the official District Contact Person for receiving information from law enforcement¹, prosecutors, and courts relative to any matters concerning school crime and violence in the Mason County Central School District. The Superintendent shall see that a file of all incident reports or law enforcement records is kept in accordance with law and the Statewide School Safety Information Policy.

Incidents to be Reported

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

Michigan Statewide Unsafe School Choice Policy

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

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

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

Section 2000 – General School Administration

2790 School Safety Information Policy Implementation

2790-2

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

Community Meetings

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

Approved: February 22, 2010
LEGAL REF: MCL 380.1308

Section 2000 – General School Administration

2800 Records

2800

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

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

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

Approved: February 22, 2010

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

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

Section 2000 – General School Administration

2810 Public Review and Inspection of Records

2810

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

Fees

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first \$5.00 of fees incurred in a school fiscal year:

- a) A news media organization for dissemination to the public;
- b) A member of the Board;
- c) A minor for use in a school or community organization civics project (ex. Boy Scout Citizenship merit badge); and

Appeals

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

Approved: February 22, 2010

LEGAL REF: MCL 15.231 *et seq.* (Freedom of Information Act)

Section 2000 – General School Administration

2810-R Public Review and Inspection of Records (Cf. 8940 et seq.)
R

2810-

The Superintendent shall serve as FOIA coordinator for all records maintained at the central office of the District. Each building Principal shall serve as coordinator for all records maintained at the building level.

Routine Inquiries

Routine day-to-day inquiries to the District or school for information shall be handled appropriately by District staff. The procedures under this rule shall apply to requests made under the Michigan Freedom of Information Act.

Requests

Requests to inspect or copy public records must be made in writing (including FAX or e-mail) to the coordinator for the requested record(s) or his/her designee, and shall sufficiently describe the record to enable the coordinator to identify and locate the record. Separate requests shall be made for each record desired. Each coordinator shall file all requests and their dispositions in his/her office and make such reports as are requested by the Superintendent or the Board. Filed requests shall be held for a period of at least one year.

Denials

The coordinator shall examine each request to determine whether the record requested is exempt from disclosure under the Michigan Freedom of Information Act. If the coordinator determines that the record is exempt from disclosure, he/she shall issue a written denial of the request after consultation with the Superintendent. Such a denial shall be made within five days of receipt of the request or as otherwise provided by law, and shall include the reason(s) for the denial and the procedures for appeal of the decision to deny the request.

Should the requested record(s) be classified as exempt but contain information, which is not exempt from disclosure, the coordinator shall delete the exempt material and release the remaining information for inspection or copying.

Mason County Central School District

Section 2000 – General School Administration

2810-R Public Review and Inspection of Records (Cf. 8940 et seq.)

2810-R-2

Subscriptions

Requests for a subscription to documents or records produced regularly by the District must be accompanied by appropriate payment of estimated fees for the period of the subscription or by a credit card record to be used to charge fees on an ongoing basis. Subscriptions may run for up to six months and are renewable.

Delays

If the nature of the request requires additional time to access the records or to make a determination on whether the request will be granted, the coordinator shall give written notice to the person making the request extending the period of response. Such an extension shall be for a maximum of ten business days in accord with law.

Appeals

If a request to inspect or copy a record is denied by a building-level coordinator, the person making the request may appeal the decision within the District by submitting the appeal to the Superintendent in a writing which details the reason(s) for requesting reversal of the denial. The Superintendent shall respond in writing to the request as provided above.

If a request to inspect or copy a record is denied by the Superintendent, the person requesting access may appeal the decision within the District by submitting the appeal in writing to the Board for consideration at the next meeting of the Board. Such request(s) shall be submitted to the Superintendent or Board President for scheduling on the agenda of the next Board meeting.

Fees

Fees for responding to a request shall be assessed as follows:

- a) Photocopying charges of seven cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources;
- b) Actual mailing costs;

Mason County Central School District

Section 2000 – General School Administration

2810-R Public Review and Inspection of Records (Cf. 8940 *et seq.*)

2810-R-3

- c) Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request;
- d) Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request.

Upon receiving a request, the coordinator shall inform the person making the request of the estimated cost for processing the request. If the estimated cost exceeds \$50, the coordinator shall require a good faith deposit of one half of the estimated fee before processing the request.

No charge for the first \$20 of a fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.

A record of fees paid shall be kept along with each request. A record of fees incurred shall be kept for any person making a request who is exempt from initial fees as a matter of Board policy, though such fees will not be charged except those in excess of the yearly maximum.

Revenue from copying open records shall be deposited monthly in the general fund of the District.

Safety of Records

To ensure the safety and integrity of records, access to records shall be accorded only under the direct supervision of the coordinator or designated District employee. Inspection of record(s) by the public is limited to the regular office hours of the building or office, which houses the record(s). Original school record(s) are not permitted to leave the premises except as required by law or Board policy. Copies of records not exempt from disclosure will be furnished for the appropriate fee.

Section 2000 – General School Administration

2810-R Public Review and Inspection of Records (Cf. 8940 et seq.)

2810-R-4

Computer Records

All new software purchased by the District to maintain records shall incorporate a feature enabling selected data to be exported in a text format for the purpose of complying with requests.

Record Listings

Employees are prohibited from giving or selling lists of any school records to any person except as authorized by law or Board policy.

Section 2000 – General School Administration

2850 Reports

2850

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

Types

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

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

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

Dissemination

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

Approved: February 22, 2010