

## Series 5000: Students, Curriculum, and Academic Matters

### 5500 School Sponsored and Extracurricular Activities

#### 5503 Bulletin Boards and Other Student Postings

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

- A. All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post ~~any~~ material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
- B. All postings must identify the student or the student organization responsible for posting the notice.
- C. The building principal or designee may remove any approved posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5500 School Sponsored and Extracurricular Activities**

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- C. The building principal or designee may remove any approved posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5500 School Sponsored and Extracurricular Activities

#### 5506 Field Trips

Field trips should generally be conducted during the school day.

##### A. General Conditions

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board or its designee. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

##### B. Parent/~~guardian~~ Permission

Each student must submit a completed permission form signed by the student's ~~parent/guardian~~Parent before being allowed to attend a field trip.

##### C. Supervision

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. ~~All chaperones must be at least age 21.~~ A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any reason that is not unlawful.

The District will not prohibit an eligible student from participating in a field trip solely because the student's ~~parent/guardian~~Parent does not chaperone.

##### D. Student Conduct

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

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Date adopted: August 15, 2022

Date revised: August 19, 2024

#### D. Advisors and Coaches

Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and ~~parents/guardians~~ Parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

#### E. Fundraising Activities

Fundraising activities must comply with Policy 5501.

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5500 School Sponsored and Extracurricular Activities

#### 5507 Extracurricular Activities

##### A. General Purpose

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.

Extracurricular activities do not include:

1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
2. student-initiated, noncurricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Policies 3304 and 5510.

##### B. Governance

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Extracurricular groups may use District facilities consistent with Policy 3304.

##### C. Student Eligibility

Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined ~~or~~ and excluded from the activity.

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#### **D. Advisors and Coaches**

Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and Parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

#### **E. Fundraising Activities**

Fundraising activities must comply with Policy 5501.

Date adopted: August 15, 2022

Date revised: August 19, 2024



**Series 5000: Students, Curriculum, and Academic Matters**

**5500 School Sponsored and Extracurricular Activities**

**5509 Public Appearances of School Groups** [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The Board permits student groups to appear/perform at public events, subject to the following requirements:

- A. activity advisors must secure the permission of the building principal or designee before booking a student group at a public event;
- B. activity advisors are discouraged from booking student groups to perform on more than 1 school night (Sunday-Thursday) per week;
- C. student groups [Choose one: may ~~not~~ / may not be required to] perform at a political rally or event;
- D. student groups [Choose one: may ~~not~~ / may not be required to] perform at religious ceremonies; and
- E. a student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations during public appearances may result in disciplinary action and exclusion from future appearances at public events.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5500 School Sponsored and Extracurricular Activities**

#### **5509 *Public Appearances of School Groups***

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- D. student groups may not be required to perform at religious ceremonies; and
- E. a student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations during public appearances may result in disciplinary action and exclusion from future appearances at public events.

Date adopted: August 15, 2022

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## Series 5000: Students, Curriculum, and Academic Matters

### 5500 School Sponsored and Extracurricular Activities

#### 5510 Student-Initiated, Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the curriculum ~~to promote activities unrelated to the regular classroom environment.~~ Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

Students seeking to create a student-initiated, non-curricular club must first obtain approval from the building principal. If the building principal denies approval, the students seeking to create the club may submit a written appeal to the Superintendent or designee within 5 school days after the denial. The Superintendent or designee must make a decision on the appeal within 15 school days after receiving the appeal. ~~If the Superintendent denies the club approval, the students may submit a written appeal to the Board within 5 school days after the denial. The Board will be deemed to have received the appeal at its next regularly scheduled meeting and will consider and make its final decision on the appeal at its next regularly scheduled meeting following the meeting when it receives the appeal (i.e., the Board's final decision will be made by the second regularly scheduled meeting after the appeal is filed). The Board's~~ The appeal decision is final.

Student-initiated, non-curricular clubs may not conduct activities on school property without prior permission from the building principal. Student initiated, non-curricular clubs are permitted to meet on school property only before or after the school day, or during lunch periods; they are not permitted to meet during instructional time. Meetings may not materially and substantially interfere with the orderly conduct of the school's educational activities or violate any Policy or state or federal law.

The District may assign a staff member to be present in a supervisory, but not participatory, capacity at meetings or activities of student-initiated, non-curricular clubs. Persons not affiliated with the District may not direct, conduct, control, or regularly attend meetings or activities of student-initiated, non-curricular clubs.

No public funds may be expended on behalf of the student-initiated, non-curricular clubs covered by this Policy except for the incidental cost of meeting space.

The District will comply with all applicable laws related to student-initiated, non-curricular clubs, including but not limited to the provisions of the Equal Access Act and the Boy Scouts of America Equal Access Act, and will not discriminate against or deny access to clubs or other groups protected by the applicable laws.

Legal authority: 20 USC 4071; 20 USC 7905; MCL 380.1299

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

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Student-initiated, non-curricular clubs may not conduct activities on school property without prior permission from the building principal. Student initiated, non-curricular clubs are permitted to meet on school property only before or after the school day, or during lunch periods; they are not permitted to meet during instructional time. Meetings may not materially and substantially interfere with the orderly conduct of the school's educational activities or violate any Policy or state or federal law.

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Legal authority: 20 USC 4071; 20 USC 7905; MCL 380.1299

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5600 Student Support Services

#### 5601 *Special Education*

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

IDEA-eligible students are protected from discrimination under state and federal law, including Section 504 of the Rehabilitation Act, as outlined in Policy 5603.

Legal authority: 20 USC 1400 et seq.; 34 CFR Part 300; MCL 380.1701 et seq.; MARSE R 340.1701 et seq.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5600 Student Support Services**

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Legal authority: 20 USC 1400 et seq.; 34 CFR Part 300; MCL 380.1701 et seq.; MARSE R 340.1701 et seq.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5600 Student Support Services

#### 5602 Independent Educational Evaluation

- A. An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner(s) not employed by the District.

As permitted by state and federal law, a parent/guardianParent may be entitled to an IEE at District expense if the parent/guardianParent disagrees with an evaluation conducted by or for the District.

- B. The District will respond to an IEE request within 7 calendar days. The Superintendent or designee will establish criteria to obtain an IEE at District expense consistent with state and federal law. An IEE that fails to meet the criteria may not be eligible for payment by the District.
- C. A list of suggested sources from which an IEE may be obtained will be provided to the parent/guardianParent upon receipt of an IEE request. The parent/guardianParent is not restricted to choosing an independent evaluator from that list.

An IEE will be considered by the District at an IEP Team meeting for the student.

Legal authority: 20 USC 1415(b)(1); 34 CFR 300.502; MARSE R 340.1723c

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5600 Student Support Services**

#### **5602 *Independent Educational Evaluation***

- A. An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner(s) not employed by the District.

As permitted by state and federal law, a Parent may be entitled to an IEE at District expense if the Parent disagrees with an evaluation conducted by or for the District.

- B. The District will respond to an IEE request within 7 calendar days. The Superintendent or designee will establish criteria to obtain an IEE at District expense consistent with state and federal law. An IEE that fails to meet the criteria may not be eligible for payment by the District.
- C. A list of suggested sources from which an IEE may be obtained will be provided to the Parent upon receipt of an IEE request. The Parent is not restricted to choosing an independent evaluator from that list.

An IEE will be considered by the District at an IEP Team meeting for the student.

Legal authority: 20 USC 1415(b)(1); 34 CFR 300.502; MARSE R 340.1723c

Date adopted: August 15, 2022

Date revised: August 19, 2024



## Series 5000: Students, Curriculum, and Academic Matters

### 5600 Student Support Services

#### 5603 Section 504

The District does not discriminate against any student with a disability, as that term is defined in Section 504 of the Rehabilitation Act (Section 504), in any District program or activity. Any claim of disability-based discrimination will be addressed pursuant to Policy 5202.

Eligible students are entitled to a free appropriate public education through a Section 504 plan. Students with disabilities who are also eligible for services under Policy 5601 will receive a free appropriate public education through an IEP.

The District will follow federal law and applicable regulations and guidance in identifying, locating, evaluating, and educating students with disabilities under Section 504. The Superintendent or designee will develop and implement procedures for identifying and serving eligible students under Section 504 that are consistent with federal law.

For purposes of this Policy, a free appropriate public education means the provision of regular or special education and related services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, and that are provided without cost (except for District fees imposed on students without disabilities and their ~~parents/guardians~~Parents).

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5600 Student Support Services**

#### **5603 Section 504**

The District does not discriminate against any student with a disability, as that term is defined in Section 504 of the Rehabilitation Act (Section 504), in any District program or activity. Any claim of disability-based discrimination will be addressed pursuant to Policy 5202.

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The District will follow federal law and applicable regulations and guidance in identifying, locating, evaluating, and educating students with disabilities under Section 504. The Superintendent or designee will develop and implement procedures for identifying and serving eligible students under Section 504 that are consistent with federal law.

For purposes of this Policy, a free appropriate public education means the provision of regular or special education and related services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, and that are provided without cost (except for District fees imposed on students without disabilities and their Parents).

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5701 ~~Child Abuse and Neglect~~

##### A. Child Abuse and Neglect

Mandated reporters must immediately report all instances of suspected child abuse or neglect pursuant to Michigan's Child Protection Law and Policy 4202. All other employees, volunteers, and contractors who are not mandated reporters are also expected to immediately report all instances of suspected child abuse or neglect.

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without ~~parent/guardian~~Parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

Before a CPS investigator is given access to a student, the building principal or designee will verify the investigator's credentials.

The building principal or designee may be present for the student's interview, at the discretion of CPS. If CPS seeks to remove a student from school, the building principal or designee will: (1) provide CPS with the student's ~~parent/guardian~~Parent phone number and address; and (2) request that the CPS official sign a statement certifying that the student is being removed because of safety-related concerns. If the CPS official refuses to or is unable to sign the requested certification, the building principal or designee will document the removal, including the name(s) of the CPS official(s) removing the student, the stated reason(s) given for the removal, the identity of the person(s) witnessing the removal, and the date and time of the removal.

The District may share student records with CPS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to CPS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

"Mandated reporter" means a physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend

of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider who has reasonable cause to suspect child abuse or child neglect.

**B. Vulnerable Adults**

All school employees must report suspected abuse, neglect, or exploitation of a vulnerable adult consistent with Michigan's Social Welfare Act.

The District will cooperate with an Adult Protective Services (APS) investigation to the extent required by law. The District may share student records with APS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to APS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

Legal authority: 20 USC 1232g; MCL 722.621 et seq.; MCL 400.11a

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5702 Student Illness and Injury

- A. Parents/~~guardians~~ are expected to report student absences due to illness or injury to the building principal or designee. Students and ~~parents/guardians~~Parents should communicate with school staff to minimize the impact of illness or injury-related absences on the student's educational progress. Students who will be absent for an extended period of time may be eligible for homebound or hospitalized services in accordance with Policy 5416.
- B. School employees who suspect that a student's absences may be disability-related must immediately refer the student for an evaluation under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act.
- C. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's ~~parent/guardian~~Parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a ~~parent/guardian~~Parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. The District must report the occurrence or suspected occurrence of any disease, condition, or infection identified in the Michigan Department of Health and Human Services Communicable Disease Rules to the local health department within 24 hours.

- D. Parents/~~guardians~~ must submit an emergency information form for each of their students. The form must list the contact information for each ~~parent/guardian~~Parent and designated responsible adult, any necessary emergency instructions, and any known medical conditions.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

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Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5703 Medications

##### A. General Standards

Whenever possible, ~~parents/guardians~~Parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's ~~parent/guardian~~Parent must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the ~~parent/guardian~~Parent supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's ~~parent/guardian~~Parent of any observed adverse reaction to medication.
4. All medications must be in the original container.

##### B. District-Administered Medication

1. If the student requires District-administered medication, the student's ~~parent/guardian~~Parent must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A ~~parent/guardian~~Parent must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.

5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardianParent. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent/guardianParent will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardianParent notice to retrieve the medication. If the parent/guardianParent does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

#### C. Student-Administered Medication

##### 1. General Standards

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written parent/guardianParent consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the parent/guardianParent if the student misuses the medication.



A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the parent/guardianParent first provides the building principal with written approval.

## 2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardianParent. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardianParent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardianParent should update the emergency care plan as necessary to meet the student's changing medical circumstances.

Legal authority: MCL 380.1178, 380.1178a, 380.1179, 380.1179a

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5703 Medications**

##### **A. General Standards**

Whenever possible, Parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's Parent must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the Parent supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's Parent of any observed adverse reaction to medication.
4. All medications must be in the original container.

##### **B. District-Administered Medication**

1. If the student requires District-administered medication, the student's Parent must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A Parent must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.

5. Incorrectly administered medication must be reported to the building principal and the student's Parent. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A Parent will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the Parent notice to retrieve the medication. If the Parent does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

### C. Student-Administered Medication

#### 1. General Standards

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written Parent consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the Parent if the student misuses the medication.

A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the Parent first provides the building principal with written approval.

## 2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's Parent. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's Parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and Parent should update the emergency care plan as necessary to meet the student's changing medical circumstances.

Legal authority: MCL 380.1178, 380.1178a, 380.1179, 380.1179a

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5704 Student Insurance

The District is not a guarantor or insurer of student health or safety. Parents/~~guardians~~ are encouraged to secure insurance for their students' healthcare needs, including coverage for injuries that may occur while at school and while participating in athletics and other school activities.

The District, in its sole discretion, may provide information about insurance policies available for purchase by ~~parents/guardians~~Parents for their students from third-party vendors. Providing that information does not imply District endorsement of any insurance policy, nor is it a guarantee or warranty that coverage will be provided by the vendor in any specific instance.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5704 Student Insurance**

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Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5705 Emergency Anaphylaxis

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common causes of anaphylaxis are food, insect bites or stings, medications, and latex.

The symptoms of anaphylaxis may vary from person to person and may change over time. Reported symptoms include skin reactions, a feeling of warmth, constriction of the airway, a swollen tongue or throat, wheezing, trouble breathing, weak or rapid pulse, nausea, vomiting, diarrhea, dizziness, or fainting.

#### A. Emergency Preparedness

1. The Superintendent or designee must obtain a prescription in the name of the Board for auto-injectable epinephrine as authorized and required by this Policy and applicable law.

Each school operated by the District must maintain at least 2 epinephrine auto-injector devices at all times, regardless of whether any student or employee has been diagnosed with allergies.

2. The epinephrine auto-injectors maintained by the school may only be used by:
  - a. a licensed registered professional nurse who is employed or contracted by the District; or
  - b. an authorized employee trained in the appropriate use of an epinephrine auto-injector.
3. The Superintendent or designee will determine, after consulting a licensed registered professional nurse or other health care provider, the appropriate dose(s) of auto-injectable epinephrine (e.g., Junior or Adult) to be maintained at each school.
4. Epinephrine auto-injectors maintained by the District will be stored according to the manufacturer's directions, at the appropriate temperature, and in a clearly labeled and unlocked container easily accessible to authorized personnel.
5. A licensed registered professional nurse who is employed or contracted by the District, or an authorized school employee who is trained in the appropriate use of an epinephrine auto-injector under this Policy, may possess and administer epinephrine by auto-injector to:
  - a. a student who has a prescription on file at the school; or

b. any person on school grounds who is believed to be having an anaphylactic reaction.

6. The Superintendent or designee will:

a. ensure that each school building with an instructional and administrative staff of at least 10 has at least 2 employees who have been trained in the appropriate use of an epinephrine auto-injector; and

b. ensure that each school building with an instructional and administrative staff of fewer than 10 has at least 1 employee who has been trained in the appropriate use of an epinephrine auto-injector.

7. For purposes of this Policy, "trained in the appropriate use of an epinephrine auto-injector" means completing training in compliance with the Training Guidelines for Designated Staff on Allergies, Anaphylaxis, and Emergency Responses issued by MDE, conducted under the supervision of, and evaluated by, a licensed registered professional nurse.

The Superintendent or designee must maintain documentation of training completed by each employee authorized to administer an epinephrine auto-injector.

B. Notice and Reporting

The Superintendent or designee will:

1. promptly notify the ~~parent/guardian~~Parent of a student to whom epinephrine has been administered and document all actual and attempted notices; and

2. at least annually report to MDE, as prescribed by MDE, all epinephrine administration to students at school.

C. Student Possession and Use

This Policy does not alter the rights of students authorized by law to self-possess or self-administer medication, including epinephrine, or any rights of students with disabilities under state or federal law.

Legal authority: MCL 380.1178, 380.1179, 380.1179a; MCL 333.17744a

Date adopted:

Date revised:



## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5705 Emergency Anaphylaxis

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common causes of anaphylaxis are food, insect bites or stings, medications, and latex.

The symptoms of anaphylaxis may vary from person to person and may change over time. Reported symptoms include skin reactions, a feeling of warmth, constriction of the airway, a swollen tongue or throat, wheezing, trouble breathing, weak or rapid pulse, nausea, vomiting, diarrhea, dizziness, or fainting.

#### A. Emergency Preparedness

1. The Superintendent or designee must obtain a prescription in the name of the Board for auto-injectable epinephrine as authorized and required by this Policy and applicable law.

Each school operated by the District must maintain at least 2 epinephrine auto-injector devices at all times, regardless of whether any student or employee has been diagnosed with allergies.

2. The epinephrine auto-injectors maintained by the school may only be used by:
  - a. a licensed registered professional nurse who is employed or contracted by the District; or
  - b. an authorized employee trained in the appropriate use of an epinephrine auto-injector.
3. The Superintendent or designee will determine, after consulting a licensed registered professional nurse or other health care provider, the appropriate dose(s) of auto-injectable epinephrine (e.g., Junior or Adult) to be maintained at each school.
4. Epinephrine auto-injectors maintained by the District will be stored according to the manufacturer's directions, at the appropriate temperature, and in a clearly labeled and unlocked container easily accessible to authorized personnel.
5. A licensed registered professional nurse who is employed or contracted by the District, or an authorized school employee who is trained in the appropriate use of an epinephrine auto-injector under this Policy, may possess and administer epinephrine by auto-injector to:
  - a. a student who has a prescription on file at the school; or

- b. any person on school grounds who is believed to be having an anaphylactic reaction.
6. The Superintendent or designee will:
- a. ensure that each school building with an instructional and administrative staff of at least 10 has at least 2 employees who have been trained in the appropriate use of an epinephrine auto-injector; and
  - b. ensure that each school building with an instructional and administrative staff of fewer than 10 has at least 1 employee who has been trained in the appropriate use of an epinephrine auto-injector.
7. For purposes of this Policy, “trained in the appropriate use of an epinephrine auto-injector” means completing training in compliance with the Training Guidelines for Designated Staff on Allergies, Anaphylaxis, and Emergency Responses issued by MDE, conducted under the supervision of, and evaluated by, a licensed registered professional nurse.

The Superintendent or designee must maintain documentation of training completed by each employee authorized to administer an epinephrine auto-injector.

#### B. Notice and Reporting

The Superintendent or designee will:

- 1. promptly notify the Parent of a student to whom epinephrine has been administered and document all actual and attempted notices; and
- 2. at least annually report to MDE, as prescribed by MDE, all epinephrine administration to students at school.

#### C. Student Possession and Use

This Policy does not alter the rights of students authorized by law to self-possess or self-administer medication, including epinephrine, or any rights of students with disabilities under state or federal law.

Legal authority: MCL 380.1178, 380.1179, 380.1179a; MCL 333.17744a

Date adopted: August 15, 2022

Date revised: August 19, 2024

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5706 ~~Intentionally Left Blank Opioid Antagonist~~ [Optional Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

~~The District will provide adequate control, supervision, and training to maintain and administer opioid antagonists at school consistent with state law.~~

~~A. Emergency Preparedness~~

- ~~1. The Superintendent or designee will obtain opioid antagonists, as authorized by law.~~
- ~~2. An opioid antagonist maintained by a school may only be administered to a person who is believed to be having an opioid-related overdose on school grounds by:
  - ~~a. a licensed registered professional nurse employed or contracted by the District; or,~~
  - ~~b. a District employee appropriately trained in accordance with state law.~~~~

~~B. Notice and Reporting~~

~~The building principal or designee will:~~

- ~~1. contact 911 if a student is believed to be having an opioid-related overdose;~~
- ~~2. promptly notify the parent/guardian of a student to whom an opioid antagonist has been administered and document all actual and attempted notices. The District will encourage the parent/guardian to seek treatment for the student from a substance use disorder services program; and~~
- ~~3. document all instances of opioid antagonist administration at school.~~

~~Legal authority: MCL 15.671 et seq.~~

~~Date adopted:~~

~~Date revised:~~

**Series 5000: Students, Curriculum, and Academic Matters**

**5700 Student Health and Safety**

**5706 *Intentionally Left Blank***

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5707 School Wellness Policy

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

##### A. Nutrition Promotion and Education Goals

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

1. offering school meal programs; and
2. publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

##### B. Physical Activity Goals

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking).

The District encourages ~~parents/guardians~~ Parents to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

##### C. Goals for Other School-Based Activities Designed to Promote Student Wellness

The District may partner with community members or groups to implement this Policy. The District will also:

1. participate in state and federal child nutrition programs as appropriate;
  2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
  3. use evidence-based strategies to develop, structure, and support student wellness; and
  4. create environments conducive to healthy eating, physical activity, and conveying consistent health messages.
- D. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

- E. Standards for All Foods and Beverages Provided, But Not Sold, to Students During the School Day

The District may provide a list of healthy food and beverage alternatives to ~~parents/guardians~~ Parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

- F. Food and Beverage Marketing

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) need not be immediately removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

#### G. Wellness Committee

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.

The Wellness Committee will represent all school buildings and include, to the extent possible, ~~parents/guardians~~Parents, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

#### H. Implementation and Oversight

The Superintendent or designee is responsible for ensuring that each school building complies with this Policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. ~~Parents/guardians~~, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

#### I. School Meal Program

##### 1. Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the

following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

## 2. Elimination of "Lunch Shaming"

The District will strive to eliminate any form of "lunch shaming." "Lunch shaming" is the public identification or stigmatization of students who cannot pay for a school meal. In furtherance of this goal, the District prohibits the following:

- a. requiring a student who cannot pay for a school meal or who has unpaid meal charges to wear a wristband or handstamp;
- b. requiring a student to dispose of a meal after it has been served because the student cannot pay for the meal or has unpaid meal charges;
- c. communicating directly with a student about unpaid meal charges unless the District has attempted but has been unable to contact the student's ~~parent/guardian~~Parent by telephone, e-mail, or other written or oral communication;
- d. requiring a student to perform chores or other labor to pay a student meal debt; and
- e. discussing a student's unpaid meal charges in the presence of other students.

## 3. Meal Charge Policy

The District's policy on charged meals is: [Choose Option 1 or 2.]

[Option 1.] [If a student has no funds available to pay for a meal, the student will be provided a meal, and the student's account will be charged.]

[Option 2.] [Insert District's practice for charging meals]

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

The District will encourage Parents to complete financial eligibility forms as part of the student enrollment process to determine eligibility for free or reduced-price meals.

The Board directs the Superintendent to include this Policy in the student handbook and to distribute it to Parents.

Date adopted:

Date revised:



## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5707 School Wellness Policy**

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The District encourages Parents to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

##### **C. Goals for Other School-Based Activities Designed to Promote Student Wellness**

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1. participate in state and federal child nutrition programs as appropriate;
  2. allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
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The Wellness Committee will represent all school buildings and include, to the extent possible, Parents, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

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A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

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Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the

following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

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- a. requiring a student who cannot pay for a school meal or who has unpaid meal charges to wear a wristband or handstamp;
- b. requiring a student to dispose of a meal after it has been served because the student cannot pay for the meal or has unpaid meal charges;
- c. communicating directly with a student about unpaid meal charges unless the District has attempted but has been unable to contact the student’s Parent by telephone, e-mail, or other written or oral communication;
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If a student has no funds available to pay for a meal, the student will be provided a meal, and the student’s account will be charged.

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The District will encourage Parents to complete financial eligibility forms as part of the student enrollment process to determine eligibility for free or reduced-price meals.

The Board directs the Superintendent to include this Policy in the student handbook and to distribute it to Parents.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5708-AG Do-Not-Resuscitate (DNR) Orders

- A. Upon receipt of a **DNR** (Do-Not-Resuscitate ~~(DNR)~~) order or POST (physician orders for scope of treatment) form for a student, the Superintendent, building administrator, or Superintendent's designee will:
1. Within five school days coordinate a meeting with the student (if appropriate), the student's ~~parent/guardian~~**Parent** and physician(s) (if available), and appropriate school personnel to develop an emergency response plan that includes an individual resuscitation plan and comfort-care measures for the student. If a physician is not available, the District will request and review written input from a physician. If any such plan is not consistent with the student's Section 504 plan or Individualized Education Program (IEP), the Superintendent, building administrator, or Superintendent's designee will ensure that a Section 504 or IEP Team meeting for the student is promptly convened. If the student does not currently have a Section 504 plan or IEP, the Superintendent, building administrator, or Superintendent's designee will consider whether to refer the student for an appropriate evaluation.
  2. Consult with District legal counsel if there are concerns that the DNR order or POST form was not obtained in a manner that complies with Michigan law or if there are concerns that the DNR order or POST form are not in the student's best interests.
  3. Maintain the DNR order, POST form, or individual emergency response plan in a separate, designated file.
  4. Provide actual notice of the DNR order, POST form, or individual emergency response plan to all personnel responsible for providing instructional and noninstructional services for the student.
  5. Ensure that all personnel, including volunteers and contractors, responsible for providing instructional and noninstructional services for the student receive training on the student's emergency response plan, including the individual resuscitation plan and comfort-care measures. The training must include notice to appropriate personnel that the Heimlich maneuver or other similar procedures used to expel an obstruction from an individual's throat does not constitute a resuscitative measure and may be performed even for a student with a DNR order or POST form.
  6. Convene a meeting of the student (if appropriate), the student's ~~parents/guardians~~**Parents** and physician(s), and appropriate school personnel at the beginning of each school year to determine if the DNR order or POST form has been modified or revoked and to review and revise the student's emergency response plan as needed.

7. Contact emergency medical personnel any time a student's medical condition appears to be life threatening, even if the student has an emergency response plan that includes an individual resuscitation plan. If a health professional arrives during the emergency situation, the health professional will determine if the student has one or more vital signs.
  8. Provide emergency medical personnel a copy of any DNR order or POST form of which the Superintendent, building administrator, or Superintendent's designee has actual notice.
  9. Follow any emergency described above by debriefing with the student (if appropriate), the student's parents/guardiansParents and physician(s), and appropriate school personnel to review the emergency response plan and to discuss how the plan may be improved.
  10. Follow any emergency by addressing the emotional needs of other students and personnel who witnessed the emergency.
  11. Summarize all understandings in a letter to the student (if appropriate) and the student's parents/guardiansParents and physician(s).
- B. Pursuant to the Michigan Do-Not-Resuscitate Procedure Act, a parent/guardianParent or student may revoke a DNR order or POST form at any time by providing actual notice to the Superintendent, building administrator, or Superintendent's designee. Upon receipt of such notice, the Superintendent, building administrator, or Superintendent's designee will:
1. Provide actual notice to all personnel responsible for providing instructional and noninstructional services to the student that the DNR order or POST form is no longer applicable and that personnel should follow standard emergency response policies and practices for the student.
  2. Maintain a copy of the written notice in the file created for the student's DNR orders, POST forms, or emergency response plans.
  3. Convene a meeting with the student (if appropriate), the student's parents/guardiansParents and physician(s), and appropriate school personnel to modify the emergency response plan, including the individual resuscitation plan and comfort-care measures. If any such plan is not consistent with the student's Section 504 plan or IEP, the Superintendent, building administrator, or Superintendent's designee will ensure that a Section 504 or IEP Team meeting for the student is promptly convened.
  4. Ensure that emergency medical personnel are made aware that the student's DNR order or POST form has been revoked and that all appropriate life-saving measures should be used if an emergency arises.

If school staff become aware that a student has expressed an intent to revoke a DNR order or POST form, the staff member must immediately report that

information to the building administrator, Superintendent, or Superintendent's designee.

C. As used in this Administrative Guideline, actual notice includes the physical presentation of an order, a revocation of an order, or another written document authorized under the Michigan Do-Not-Resuscitate Procedure Act.

D. The building administrator or Superintendent's designee is responsible for supervising the steps outlined above.

Adoption date:

Revised date:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5708-AG Do-Not-Resuscitate (DNR) Orders**

- A. Upon receipt of a DNR (Do-Not-Resuscitate) order or POST (physician orders for scope of treatment) form for a student, the Superintendent, building administrator, or Superintendent's designee will:
1. Within five school days coordinate a meeting with the student (if appropriate), the student's Parent and physician(s) (if available), and appropriate school personnel to develop an emergency response plan that includes an individual resuscitation plan and comfort-care measures for the student. If a physician is not available, the District will request and review written input from a physician. If any such plan is not consistent with the student's Section 504 plan or Individualized Education Program (IEP), the Superintendent, building administrator, or Superintendent's designee will ensure that a Section 504 or IEP Team meeting for the student is promptly convened. If the student does not currently have a Section 504 plan or IEP, the Superintendent, building administrator, or Superintendent's designee will consider whether to refer the student for an appropriate evaluation.
  2. Consult with District legal counsel if there are concerns that the DNR order or POST form was not obtained in a manner that complies with Michigan law or if there are concerns that the DNR order or POST form are not in the student's best interests.
  3. Maintain the DNR order, POST form, or individual emergency response plan in a separate, designated file.
  4. Provide actual notice of the DNR order, POST form, or individual emergency response plan to all personnel responsible for providing instructional and noninstructional services for the student.
  5. Ensure that all personnel, including volunteers and contractors, responsible for providing instructional and noninstructional services for the student receive training on the student's emergency response plan, including the individual resuscitation plan and comfort-care measures. The training must include notice to appropriate personnel that the Heimlich maneuver or other similar procedures used to expel an obstruction from an individual's throat does not constitute a resuscitative measure and may be performed even for a student with a DNR order or POST form.
  6. Convene a meeting of the student (if appropriate), the student's Parents and physician(s), and appropriate school personnel at the beginning of each school year to determine if the DNR order or POST form has been modified or revoked and to review and revise the student's emergency response plan as needed.



7. Contact emergency medical personnel any time a student's medical condition appears to be life threatening, even if the student has an emergency response plan that includes an individual resuscitation plan. If a health professional arrives during the emergency situation, the health professional will determine if the student has one or more vital signs.
  8. Provide emergency medical personnel a copy of any DNR order or POST form of which the Superintendent, building administrator, or Superintendent's designee has actual notice.
  9. Follow any emergency described above by debriefing with the student (if appropriate), the student's Parents and physician(s), and appropriate school personnel to review the emergency response plan and to discuss how the plan may be improved.
  10. Follow any emergency by addressing the emotional needs of other students and personnel who witnessed the emergency.
  11. Summarize all understandings in a letter to the student (if appropriate) and the student's Parents and physician(s).
- B. Pursuant to the Michigan Do-Not-Resuscitate Procedure Act, a Parent or student may revoke a DNR order or POST form at any time by providing actual notice to the Superintendent, building administrator, or Superintendent's designee. Upon receipt of such notice, the Superintendent, building administrator, or Superintendent's designee will:
1. Provide actual notice to all personnel responsible for providing instructional and noninstructional services to the student that the DNR order or POST form is no longer applicable and that personnel should follow standard emergency response policies and practices for the student.
  2. Maintain a copy of the written notice in the file created for the student's DNR orders, POST forms, or emergency response plans.
  3. Convene a meeting with the student (if appropriate), the student's Parents and physician(s), and appropriate school personnel to modify the emergency response plan, including the individual resuscitation plan and comfort-care measures. If any such plan is not consistent with the student's Section 504 plan or IEP, the Superintendent, building administrator, or Superintendent's designee will ensure that a Section 504 or IEP Team meeting for the student is promptly convened.
  4. Ensure that emergency medical personnel are made aware that the student's DNR order or POST form has been revoked and that all appropriate life-saving measures should be used if an emergency arises.

If school staff become aware that a student has expressed an intent to revoke a DNR order or POST form, the staff member must immediately report that

information to the building administrator, Superintendent, or Superintendent's designee.

- C. As used in this Administrative Guideline, actual notice includes the physical presentation of an order, a revocation of an order, or another written document authorized under the Michigan Do-Not-Resuscitate Procedure Act.
- D. The building administrator or Superintendent's designee is responsible for supervising the steps outlined above.

Adoption date: August 15, 2022

Revised date: August 19, 2024

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5709 Lice, Nits, and Bed Bugs

A. Lice and Nits

[Choose Option 1 or 2]

[Option 1 ~~(consistent with State of Michigan guidance)~~]

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's ~~parent/guardian~~Parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's ~~parents/guardians~~Parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.]

[Option 2]

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's ~~parent/guardian~~Parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the ~~parent/guardian~~Parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's ~~parent/guardian~~Parent about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's ~~parents/guardians~~Parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.]

B. Bed Bugs

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's ~~parent/guardian~~Parent and provide educational materials on bed bug prevention and treatment.

[Choose Option 1 or 2]

[Option 1 ~~(consistent with State of Michigan guidance)~~]

No student will be excluded from school because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the ~~parents/guardians~~Parents of all students in the affected building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.]

[Option 2]

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the ~~parent/guardian~~Parent has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the ~~parents/guardians~~Parents of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.]

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5709 Lice, Nits, and Bed Bugs**

##### **A. Lice and Nits**

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's Parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's Parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

##### **B. Bed Bugs**

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's Parent and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the Parent has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the Parents of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5710 Student Suicide Prevention

[Choose Option 1 or 2.]

[Option 1. Basic Policy]

Employees, volunteers, and contractors must immediately notify the building principal or designee if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The District will convene a crisis response team to investigate and develop an intervention plan for the student, if necessary.

A member of the crisis response team will immediately notify the student's parent/guardian/Parent if the student threatens or attempts suicide.

District personnel who suspect that a student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act must immediately refer the student for an evaluation.

[Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.]

[Optional, but encouraged by state law: The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.]

[Optional: The District will provide age-appropriate instruction and professional development about suicide prevention, consistent with Policy 2203 and state law.]

[Option 2. More Detailed Process]

The Board is committed to providing a safe and supportive environment to all students. Suicide is one of the leading causes of death among youth. This Policy establishes procedures for timely and appropriately responding to students at risk of suicide.

#### A. Suicide Prevention Coordinator

The Superintendent or designee will appoint a Suicide Prevention Coordinator for the District. The Suicide Prevention Coordinator is responsible for providing this Policy annually to all building principals and- coordinating annual staff training on suicide intervention and prevention and this Policy. The District's Suicide Prevention Coordinator should be the same person as its Threat Assessment Coordinator as designated in Policy 5714. The Suicide Prevention Coordinator is:

[Name/Position]

[Email]

[Phone Number]

#### B. Staff Professional Development

The District will annually provide professional development about suicide prevention, consistent with state law and best practices.

#### C. Initial Response

Employees, volunteers, and contractors must immediately notify the building principal or the Suicide Prevention Coordinator if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The student will be continuously supervised to ensure the student's safety. District staff will ensure that the student does not have access to potentially dangerous items.

[Optional: The Suicide Prevention Coordinator or designee will determine whether to refer the student for a suicide risk assessment.]

The Suicide Prevention Coordinator or designee will provide the Parent with school and community-based resources on suicide prevention.

#### D. Parent Notification

The Suicide Prevention Coordinator or designee will promptly contact the student's Parent if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. If the Parent is not available or responsive, the Suicide Prevention Coordinator or designee will contact the student's emergency contact(s).

District personnel who suspect that the student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act will immediately refer the student for an evaluation.

When a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm, the Suicide Prevention Coordinator will discuss with the student's Parent safety at home and will ask if the student has access to a firearm, weapon, medication, or other lethal means. The Suicide Prevention Coordinator or designee will:

- Ask if firearms, weapons, medications, or other lethal means are kept in the home or are otherwise accessible to the student;

- Recommend that Parent secure or store away from the home firearms, weapons, medications, or other lethal means while the student is struggling; and
- Recommend to the Parent that the student is evaluated by a mental health professional.

#### E. Student Identification Cards

Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.

[Optional, but encouraged by state law]

#### F. MDHHS Suicide Prevention Materials

The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.]

Legal authority: MCL 380.1171, 380.1893

Date adopted:

Date revised:



## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### **5710 Student Suicide Prevention**

Employees, volunteers, and contractors must immediately notify the building principal or designee if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The District will convene a crisis response team to investigate and develop an intervention plan for the student, if necessary.

A member of the crisis response team will immediately notify the student's Parent if the student threatens or attempts suicide.

District personnel who suspect that a student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act must immediately refer the student for an evaluation.

The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.

The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.

The District will provide age-appropriate instruction and professional development about suicide prevention, consistent with Policy 2203 and state law.

Legal authority: MCL 380.1171, 380.1893

Date adopted: August 15, 2022

Date revised: August 19, 2024

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5711 **Toilet Training** [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

~~Except when toilet training is part of the instructional program, students~~ Students are expected to be fully toilet trained before the first day of school, unless otherwise specifically addressed in the student's IEP or Section 504 Plan, or when toilet training is part of the instructional program.

The student's ~~parent/guardian~~ Parent is responsible for ensuring that the student is toilet trained. The ~~parent/guardian~~ Parent is also responsible for providing clean clothes for a student who may have toileting accidents.

No student will be punished or humiliated for soiling or wetting clothing or not using the toilet.

~~The~~ For a student with repeated toileting accidents, the building principal or designee should consider whether ~~repeated toileting accidents are related to a disability to refer the student for a Section 504 or IDEA evaluation.~~

~~Except when toilet training is part of the instructional program, staff~~ Staff will not assist a student with toileting unless directed to do so by the student's IEP or Section 504 Plan, or when toilet training is part of the instructional program.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### ***5711 Toilet Training***

Students are expected to be fully toilet trained before the first day of school, unless otherwise specifically addressed in the student's IEP or Section 504 Plan, or when toilet training is part of the instructional program.

The student's Parent is responsible for ensuring that the student is toilet trained. The Parent is also responsible for providing clean clothes for a student who may have toileting accidents.

No student will be punished or humiliated for soiling or wetting clothing or not using the toilet.

For a student with repeated toileting accidents, the building principal or designee should consider whether to refer the student for a Section 504 or IDEA evaluation.

Staff will not assist a student with toileting unless directed to do so by the student's IEP or Section 504 Plan, or when toilet training is part of the instructional program.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5713 Immunizations and Communicable Diseases

##### A. Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time ~~or~~and when entering 7<sup>th</sup>-grade 7, a ~~parent/guardian~~Parent must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency.

The student's ~~parent/guardian~~Parent must provide the certificate at the time of registration, or no later than the first day of school.

A ~~parent/guardian~~Parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time ~~or~~and upon entering 7<sup>th</sup>-grade 7.

2. A student is exempt from the above requirements if:
  - a. a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
  - b. a student's ~~parent/guardian~~Parent, or a person acting *in loco parentis*, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.
3. The District will not permit a student to attend school unless the ~~parent/guardian~~Parent provides evidence of immunizations or exemptions consistent with this Policy and state law.

##### B. Emergency Exclusion Due to Outbreak

The District, in conjunction with local health department officials, may exclude students who:

- are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or

- lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.

C. District Reporting Requirements

The District will report student immunization information as required by and consistent with state and federal law.

D. Homeless Children and Youth

Nothing in this Policy diminishes the rights of homeless children and youth under Policy 5307.

Legal authority: MCL 333.9206, 333.9208, 333.9215; MCL 380.1177; MCL 388.1767;  
Mich Admin Code R 325.176

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5713 Immunizations and Communicable Diseases

##### A. Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time and when entering grade 7, a Parent must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency.

The student's Parent must provide the certificate at the time of registration, or no later than the first day of school.

A Parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time and upon entering grade 7.

2. A student is exempt from the above requirements if:
  - a. a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
  - b. a student's Parent, or a person acting *in loco parentis*, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.
3. The District will not permit a student to attend school unless the Parent provides evidence of immunizations or exemptions consistent with this Policy and state law.

##### B. Emergency Exclusion Due to Outbreak

The District, in conjunction with local health department officials, may exclude students who:

- are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or
- lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.

**C. District Reporting Requirements**

The District will report student immunization information as required by and consistent with state and federal law.

**D. Homeless Children and Youth**

Nothing in this Policy diminishes the rights of homeless children and youth under Policy 5307.

Legal authority: MCL 333.9206, 333.9208, 333.9215; MCL 380.1177; MCL 388.1767;  
Mich Admin Code R 325.176

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5715 Student Oral Health Assessment

For a student entering the District for the first time in kindergarten or grade 1, at the time of registration or not later than the first day of school, a Parent must provide the building principal or designee with:

- a Kindergarten Oral Health Assessment Form (MDHHS-6067) certifying that the student has received a dental oral assessment within 6 months before the date of registration;
- a written statement that the Parent will ensure that the student receives a dental oral assessment administered through the Kindergarten Oral Health Assessment (KOHA) Program; or
- a written statement that the requirement violates the Parent's personal religious beliefs.

The District will not exclude the student from attendance for failure to provide the required information.

The building principal or designee will maintain dental report records and provide an annual summary to the Michigan Department of Health and Human Services no later than November 1 of each year.

[Optional: The District will provide the KOHA Form and information about the KOHA Program in its registration packets.]

Legal Authority: MCL 333.9316; MCL 333.9311

Date adopted:

Date revised:



## **Series 5000: Students, Curriculum, and Academic Matters**

### **5700 Student Health and Safety**

#### ***5715 Student Oral Health Assessment***

For a student entering the District for the first time in kindergarten or grade 1, at the time of registration or not later than the first day of school, a Parent must provide the building principal or designee with:

- a Kindergarten Oral Health Assessment Form (MDHHS-6067) certifying that the student has received a dental oral assessment within 6 months before the date of registration;
- a written statement that the Parent will ensure that the student receives a dental oral assessment administered through the Kindergarten Oral Health Assessment (KOHA) Program; or
- a written statement that the requirement violates the Parent's personal religious beliefs.

The District will not exclude the student from attendance for failure to provide the required information.

The building principal or designee will maintain dental report records and provide an annual summary to the Michigan Department of Health and Human Services no later than November 1 of each year.

Legal Authority: MCL 333.9316; MCL 333.9311

Date adopted: August 19, 2024

Date revised:

**Series 5000: Students, Curriculum, and Academic Matters**

**5800 Miscellaneous**

**5804 Work Permits**

The building principal or designee will issue student work permits in accordance with state law.

Legal authority: MCL 409.104

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5800 Miscellaneous**

#### **5804 *Work Permits***

The building principal or designee will issue student work permits in accordance with state law.

Legal authority: MCL 409.104

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5800 Miscellaneous

#### 5805 Student Audio and Video Recording

This Policy governs student audio and video recordings.

For purposes of this Policy, “recording” or “recordings” includes still photographs, video, audio, and other similar data captured in any medium.

##### A. Prohibited Recordings by Students

Unless otherwise authorized by this Policy, law, or a District employee, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event.

##### B. Permitted Recordings by Students

A student may make recordings of instructional activities if recording is necessary to accommodate the student’s disability pursuant to the student’s Individualized Education Program or Section 504 Plan. Students may also make recordings of instructional activities if expressly permitted by the building principal or classroom teacher.

Recordings of instructional activities permitted under this Policy may only be used by students for personal academic purposes and may not be shared or disseminated without written consent from the building principal or designee.

A student may record school-sponsored activities and athletic events as a spectator if the recording is made in a manner permitted by the District for the public. For example, students may record athletic events for their personal use in a manner similar to ~~parents/guardians~~Parents or other spectators, but students remain subject to the District’s acceptable use and student discipline policies.

Except as otherwise permitted by this Policy, students may not make recordings of non-instructional activities without the permission of the building principal or supervising adult.

Any student recording must comply with applicable state and federal laws, codes of conduct, and Board Policy.

No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

##### C. District Recordings

Nothing in this Policy limits the District’s ability to make recordings as otherwise permitted by state and federal law or Board Policy.

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5800 Miscellaneous**

#### ***5805 Student Audio and Video Recording***

This Policy governs student audio and video recordings.

For purposes of this Policy, “recording” or “recordings” includes still photographs, video, audio, and other similar data captured in any medium.

##### **A. Prohibited Recordings by Students**

Unless otherwise authorized by this Policy, law, or a District employee, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event.

##### **B. Permitted Recordings by Students**

A student may make recordings of instructional activities if recording is necessary to accommodate the student’s disability pursuant to the student’s Individualized Education Program or Section 504 Plan. Students may also make recordings of instructional activities if expressly permitted by the building principal or classroom teacher.

Recordings of instructional activities permitted under this Policy may only be used by students for personal academic purposes and may not be shared or disseminated without written consent from the building principal or designee.

A student may record school-sponsored activities and athletic events as a spectator if the recording is made in a manner permitted by the District for the public. For example, students may record athletic events for their personal use in a manner similar to Parents or other spectators, but students remain subject to the District’s acceptable use and student discipline policies.

Except as otherwise permitted by this Policy, students may not make recordings of non-instructional activities without the permission of the building principal or supervising adult.

Any student recording must comply with applicable state and federal laws, codes of conduct, and Board Policy.

No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

##### **C. District Recordings**

Nothing in this Policy limits the District’s ability to make recordings as otherwise permitted by state and federal law or Board Policy.

Date adopted: August 15, 2022

Date revised: August 19, 2024

## Series 5000: Students, Curriculum, and Academic Matters

### 5800 Miscellaneous

#### 5806 Recording of District Meetings

##### A. Audio Recording of IEP Team and Section 504 Meetings [Choose Option 1 or 2]

[Option 1: Parents/~~guardians~~ of students with disabilities are permitted to audio record IEP Team and Section 504 meetings if the ~~parent/guardian~~Parent provides notice to the District before the date of the scheduled meeting.]

[Option 2: Parents/~~guardians~~ of students with disabilities are not permitted to record IEP Team and Section 504 meetings unless recording is necessary for the ~~parent/guardian~~Parent to understand the IEP or Section 504 process.]

Parents/~~guardians~~ must use their own device for any recording permitted pursuant to this Policy. If a ~~parent/guardian~~Parent records a meeting pursuant to this Policy, the District may also record the meeting.

##### B. Audio Recording of Other Meetings

Parents/~~guardians~~ may not record any other meeting ~~absent the~~without prior written approval of the Superintendent or designee. If a ~~parent/guardian~~Parent is permitted to audio record a meeting, the ~~parent/guardian~~Parent must use their own recording device ~~and the~~. The District may also ~~may elect to~~ record the meeting.

##### C. Secret Recording of Meetings and Other Activities

Parents/~~guardians~~ and students may not use secret means to record any meeting or activity at school. Student use of a device with listen-in or audio surveillance capabilities at school must comply with applicable Board policy.

##### D. Video Recording of Meetings

Video recording of any meeting, including IEP Team and Section 504 meetings, is prohibited. This Policy does not apply to meetings that are open to the public under the Open Meetings Act.

Date adopted:

Date revised:



## **Series 5000: Students, Curriculum, and Academic Matters**

### **5800 Miscellaneous**

#### **5806 *Recording of District Meetings***

##### **A. Audio Recording of IEP Team and Section 504 Meetings**

Parents of students with disabilities are permitted to audio record IEP Team and Section 504 meetings if the Parent provides notice to the District before the date of the scheduled meeting.

Parents must use their own device for any recording permitted pursuant to this Policy. If a Parent records a meeting pursuant to this Policy, the District may also record the meeting.

##### **B. Audio Recording of Other Meetings**

Parents may not record any other meeting without prior written approval of the Superintendent or designee. If a Parent is permitted to audio record a meeting, the Parent must use their own recording device. The District may also record the meeting.

##### **C. Secret Recording of Meetings and Other Activities**

Parents and students may not use secret means to record any meeting or activity at school. Student use of a device with listen-in or audio surveillance capabilities at school must comply with applicable Board policy.

##### **D. Video Recording of Meetings**

Video recording of any meeting, including IEP Team and Section 504 meetings, is prohibited. This Policy does not apply to meetings that are open to the public under the Open Meetings Act.

Date adopted: August 15, 2022

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## Series 5000: Students, Curriculum, and Academic Matters

### 5800 Miscellaneous

#### 5807 ~~Flag Display and Pledge of Allegiance~~

~~The District will display the United States of America flag on a flag staff in a conspicuous location at each school. The District will also display the United States of America flag in each classroom or other instructional site where students recite the Pledge of Allegiance.~~

~~Each building principal or designee is responsible for the care and display of the flags.~~

The building principal or designee will provide students with an opportunity to recite the Pledge of Allegiance each school day. Student participation in the Pledge of Allegiance is voluntary. Students may not be disciplined or penalized for not reciting the Pledge of Allegiance. The building principal or designee will ensure students are not bullied for not reciting the Pledge of Allegiance.

Legal authority: MCL 380.1347, 380.1347a

Date adopted:

Date revised:

## **Series 5000: Students, Curriculum, and Academic Matters**

### **5800 Miscellaneous**

#### ***5807 Pledge of Allegiance***

The building principal or designee will provide students with an opportunity to recite the Pledge of Allegiance each school day. Student participation in the Pledge of Allegiance is voluntary. Students may not be disciplined or penalized for not reciting the Pledge of Allegiance. The building principal or designee will ensure students are not bullied for not reciting the Pledge of Allegiance.

Legal authority: MCL 380.1347, 380.1347a

Date adopted: August 15, 2022

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