

LAWTON COMMUNITY SCHOOLS

BOARD OF EDUCATION

Regular Meeting

March 17, 2025

7:00 PM

AGENDA

1. **CALL TO ORDER** - This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during forum time.
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** **2**
4. **FORUM TIME** - Comments specific to meeting agenda
5. **BUDGET REPORTS**
6. **SUPERINTENDENT'S REPORT**
  - A. Special Recognitions
  - B. 2025 Spring Athletic Schedule 3
  - C. 2025 Spring Coaching Staff 4
  - D. Supplemental Pupil Count - 02.12.25 5
    - LES - 391
    - LMS - 317.36
    - LHS - 277.50
    - LAAC - 27 pending ongoing two-way communication
    - Shared Time - 50.29 pending ongoing two-way communication
    - Total - 1,063.15
7. **NEW BUSINESS - CONSENT AGENDA ITEMS**
  - A. Approval of Consent Agenda Items 6
  - B. Special Recognition Resolution Approvals
    1. Middle School 7
    2. High School 8
  - C. Approval of Board of Education Meeting Minutes 9
  - D. Hire - Armstrong - Varsity Track Event Assistant 19
  - E. Hire - Shannon - Varsity Soccer Head Coach 20
  - F. Hire - Richter - MS Baseball Head Coach 21
  - G. Hire - Weurding - MS Softball Head Coach 22
  - H. Termination - Smith - Childcare Provider 23
8. **NEW BUSINESS**
  - A. Points of Pride
  - B. Senior Trip - Out of State Approval 24
  - C. School Calendar 26
  - D. Neola Policy - Vol. 39, No. 2 - 1st Reading 28
9. **FORUM TIME**
10. **ADJOURNMENT**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Approval of Agenda

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the agenda as presented."**

## 2025 Lawton Blue Devil Athletics Spring Schedule

=Cancelled

<b>Varsity Softball</b>			<b>Start</b>	<b>Varsity Baseball</b>			<b>Start</b>	<b>Track</b>			<b>Start</b>			
Tue	4/8	Hartford (DH)	H	4:30	Tue	4/8	Hartford	H	4:30	Wed	3/19	scrimmage @ Otsego	A	4:00
Thu	4/10	Kalamazoo Christian (DH)	H	4:30	Thu	4/10	Kalamazoo Christian (DH)	H	4:30	Wed	4/9	K- Christian & Hackett	H	4:30
Tue	4/15	Schoolcraft (DH)	H	4:30	Tue	4/15	Schoolcraft (DH)	H	4:30	Sat	4/12	Paw Paw Inv.	A	9:00
Tue	4/22	Constantine (DH)	A	4:30	Thu	4/17	Kalamazoo Cougars (DH)	H	4:30	Wed	4/16	Constantine	A	4:30
Thu	4/24	Delton Kellogg (DH)	A	4:30	Tue	4/22	Constantine (DH)	A	4:30	Fri	4/18	Comstock Inv.	A	4:00
Tue	4/29	Hackett CP (DH)	A	4:30	Thu	4/24	Delton Kellogg (DH)	A	4:30	Wed	4/23	Galesburg Augusta	A	4:30
Thu	5/1	Gobles (DH)	A	4:30	Tue	4/29	Hackett CP (DH)	A	4:30	Fri	4/25	Kent City Inv	A	1:30
Tue	5/6	Parchment (DH)	A	4:30	Thu	5/1	Gobles (DH)	A	4:30	Wed	4/30	Martin	A	4:30
Thu	5/8	Allegan (DH)	H	4:30	Tue	5/6	Parchment (DH)	A	4:30	Fri	5/2	Parchment Inv	A	4:00
Sat	5/10	Lawrence Invite	A	10:00	Thu	5/8	Allegan (DH)	H	4:30	Mon	5/5	SAC Championship	H	11:00
Mon	5/12	Marcellus Howardsville Christian (DH)	H	4:30	Tue	5/13	Rain Date		4:30	Fri	5/9	Berrien Springs Inv	A	4:00
Tue	5/13	Rain Date		4:30	Thu	5/15	Michigan Lutheran (DH)	H	4:30	Thu	5/15	Regionals @ Bangor	A	11:00
Thu	5/15	Michigan Lutheran (DH)	H	4:30	Sat	5/17	SAC DH @ Valley Div	H	9:00	Sat	5/31	MHSAA States	A	TBA
Sat	5/17	SAC DH @ Central Div	A	9:00	Mon	5/19	Bloomingtondale (DH)	A	4:30					
Mon	5/19	Bloomingtondale (DH)	A	4:30	Tue	5/20	Marcellus	H	4:30					
Tue	5/20	Marcellus (DH)	H	4:30	Thu	5/22	Coloma (DH)	A	4:30					
Thu	5/22	Battle Creek Pennfield (DH)	H	4:30	Tue	5/27	Decatur	H	4:30					
Tue	5/27	Decatur	A	4:30										
<b>Varsity Soccer</b>			<b>Start</b>	<b>MS Baseball</b>			<b>Start</b>	<b>MS Track</b>			<b>Start</b>			
Mon	3/24	Holland Black River	H	5:00	Thu	3/27	Battle Creek Central (DH)	A	4:30	Tue	4/8	Saugatuck, G-A, St. Monica	H	4:30
Wed	3/26	Fennville	H	5:00	Wed	4/9	Gobles(DH)	A	4:30	Thu	4/10	Parchment	A	4:30
Tue	4/8	Comstock	A	6:00	Sat	4/12	Parchment (DH)	H	10:00	Tue	4/15	Galesburg, Schoolcraft, Constantine, St. Monica	H	4:30
Thu	4/10	Coloma	A	6:00	Wed	4/16	Martin (DH)	H	4:30	Thu	4/17	Gobles Co-Ed Relay	A	4:30
Mon	4/14	Watervliet	H	6:00	Sat	4/19	Fennville (DH)	A	10:00	Tue	4/22	Watervliet	A	4:30
Wed	4/16	Bridgman	H	6:00	Mon	4/21	Saugatuck (DH)	A	4:30	Thu	4/24	Gobles	A	4:30
Mon	4/21	Kalamazoo Christian	H	6:00	Sat	4/26	Allegan (DH)	H	10:00	Tue	4/29	Coloma	A	4:30
Wed	4/23	Constantine	A	5:00	Wed	4/30	Coloma (DH)	H	4:30	Thu	5/1	Fennville	A	3:00
Thu	4/24	Bangor	A	6:00	Sat	5/3	Gobles (DH)	H	10:00					
Mon	4/28	Delton Kellogg	A	6:00	Wed	5/7	Parchment (DH)	A	4:30					
Wed	4/30	Schoolcraft	A	5:00	Sat	5/10	Martin (DH)	A	10:00					
<b>MS G Soccer</b>			<b>Start</b>	<b>MS Softball</b>			<b>Start</b>	<b>Golf</b>			<b>Start</b>			
Wed	4/16	Allegan	A	5:00	Wed	4/9	Gobles(DH)	A	4:30	Fri	4/11	Eastern Hills SAC 9		4:00
Tue	4/22	Kalamazoo Christian	A	5:00	Sat	4/12	Parchment (DH)	H	10:00	Mon	4/14	Olde Mill SAC 9		4:00
Thu	4/24	Coloma	H	4:30	Wed	4/16	Martin(DH)	H	4:30	Thu	4/17	Mullenhurst Invite		9:00
Mon	4/28	Bridgman	A	4:30	Sat	4/19	Fennville (DH)	A	10:00	Mon	4/21	Kal CC SAC 9		4:00
Wed	4/30	Watervliet	A	4:30	Wed	4/23	Galesburg (DH)	A	4:30			Milham SAC 9		4:00
Mon	5/12	Saugatuck	H	4:30	Sat	4/26	Allegan(DH)	H	10:00	Sat	4/26	Blue Devil Inv 18		9:00
Wed	5/14	Fennville	A	4:30	Wed	4/30	Coloma(DH)	H	4:30	Thu	5/1	Mullenhurst SAC 9		1:00
Thu	5/15	Holland Black River	H	4:30	Sat	5/3	Gobles (DH)	H	10:00	Tue	5/6	Island Hills SAC 9		4:00
Mon	5/19	South Haven	H	4:30	Wed	5/7	Parchment(DH)	A	4:30	Sat	5/10	Bedford Valley Inv		9:00
Wed	5/21	Parchment	H	4:30	Sat	5/10	Martin(DH)	A	10:00	Mon	5/12	Tullymore Invitational 18		9:00
										Tue	5/13	Lake Cora SAC 9		1:00
										Tue	5/20	SAC Championship@		8:00



\*\*\* SCHEDULE SUBJECT TO CHANGE \*\*\*

Revised 3/6/25

Updates posted at: [www.lawtoncs.org](http://www.lawtoncs.org) About Us/Athletics



# LAWTON 2025 SPRING SPORTS COACHING STAFF

<u>SPORT (STEP)</u>	<u>Coach</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Varsity Softball (4)	<b>Madison Ludwig</b>			260.350.2034
		mludwig@lawtoncs.org		
V Baseball (10)	Chris Richter	624.7807		806.8861
		crichter@lawtoncs.org		
JV Baseball (4)	Bobby Emmans			269.266.2694
		emmansrd@yahoo.com		
Varsity Golf (10)	Barry Shanley			501-2676
		bgshanley@gmail.com		
Varsity Girls Soccer (4)	Abigail Burris			929-7547
		abigailburris18@gmail.com		
Varsity Track (10)	Mike Meyer	624.7825		
		mmeyer@lawtoncs.org		
Assistant Track (10)	Tammy Barkovich	624.7541		
		tbarkovich@lawtoncs.org		
Event Assistant Track (9)	Alexander Armstrong			370.9262
		azarmstrong@lawtoncs.org		
Event Assistant Track (10)	AJ High			
MS Track Boys (10)	Kris Bullock	624.7813	624.6643	
MS Track Girls (10)	Jessica Shubert	624.7534	624.1065	
MS Girls Soccer (2)	Addison Modderman	269.615.6968		



	<u>2023-24 Fall</u>	<u>2023-24 Spring</u>	<u>2024-25 Fall</u>	<u>2024-25 Spring</u>
<b>K</b>	89.27	88.00	88.00	86.00
<b>1st</b>	68.00	66.00	74.00	73.00
<b>2nd</b>	76.00	76.00	72.00	72.00
<b>3rd</b>	83.00	82.00	81.00	80.00
<b>4th</b>	81.00	79.00	82.00	80.00
<b>5th</b>	88.00	84.00	84.00	85.00
<b>6th</b>	81.00	83.00	83.00	80.00
<b>7th</b>	70.00	69.00	85.18	83.36
<b>8th</b>	74.00	73.00	72.00	69.00
<b>9th</b>	78.00	77.00	76.00	75.00
<b>10th</b>	70.00	69.00	69.00	71.00
<b>11th</b>	61.00	60.00	68.50	68.00
<b>12th</b>	82.49	83.49	63.50	63.50
<b>LAAC</b>	36.00	33.00	25.00	27.00
<b>Shared Time</b>	48.37	47.33	50.96	50.29
<b>Total</b>	<b>1086.13</b>	<b>1069.82</b>	<b>1074.14</b>	<b>1063.15</b>
<b>LES</b>	397.27	391.00	397.00	391.00
<b>LMS</b>	313.00	309.00	324.18	317.36
<b>LHS</b>	291.49	289.49	277.00	277.50
<b>LAAC</b>	36.00	33.00	25.00	27.00
<b>SHARED TIME</b>	48.37	47.33	50.96	50.29
<b>Section 25e</b>				
<b>TOTAL</b>	<b>1086.13</b>	<b>1069.82</b>	<b>1074.14</b>	<b>1063.15</b>

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Consent Agenda Items

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: 7. A, B, C, D, E, F, G, and H."**

To: Board of Education  
From: David Williams  
Date: March 17, 2025  
Re: Middle School Resolutions

**RECOMMENDED BOARD ACTION:**

**“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month for the month of February: Fifth Grade Kambree Boyd, Sixth Grade Charlotte Welburn, Seventh Grade Levi Baldus, and Eighth Grade Quinn Freds.”**

**Kambree Boyd; Daughter of Bobby Boyd and Janel Nugturen**

Kambree is a great leader in all her classes, a kind friend to everyone, and has a great work ethic. Kambree is a student who wants to excel academically, and you can always count on to help others. Kambree works diligently to complete assignments and is a role model with her work. She gives 110% to everything she does both inside & outside the classroom. Keep up the good work, Kambree!!

**Charlotte Welburn; Daughter of Mark and Lesley Welburn**

The 6th-grade team is proud to recognize Charlotte Wellburn as February's Student of the Month! From the moment she entered 6th grade, Charlotte displayed a quiet determination to succeed—and she has done just that. As the year progresses, she perseveres as an outstanding student in every subject. Charlotte's approach to the classroom mirrors her approach to basketball—she is always prepared, hardworking, tenacious, endlessly patient and supportive. She actively participates in discussions, sharing ideas, insights, and thoughtful questions that cultivate a culture of curiosity and critical thinking. Beyond her academic achievements, Charlotte is kind, intelligent, and always open to growth. Her teachers frequently praise her for her positive attitude and contributions to the classroom. Congratulations, Charlotte, on this well-deserved recognition!

**Levi Baldus; Son of John and Dori Baldus**

Levi has demonstrated exceptional qualities that truly embody Lawton Middle School's **ROAR** values. Levi maintains and demonstrates **Responsibility** by maintaining academic success through dedication and hard work. Levi takes **Ownership** of his school success by being an active learner by participating in class discussions, establishing positive study habits, and taking accountability for his actions. Levi always has a positive **Attitude** which is evident by his strong desire to succeed and learn new things. Finally, Levi shows **Respect** to all staff members and peers by his positive mindset and attitude, and always willing to lend a helping hand.

Thank you, Levi, for helping maintain a positive school culture, and congratulations on being the February Student of the Month.

**Quinn Freds; Daughter of Steven and Sally Freds**

Quinn Freds is a joy to have in our classrooms because of her helpful nature and positive attitude. She is always ready to lend a helping hand, she goes out of her way to assist both teachers and classmates alike. Quinn's enthusiasm and kindness not only enhance her own learning experience, but also inspire those around her to embrace a similarly uplifting spirit. It is because of these qualities that Quinn has recently joined the LMS 8th grade Leadership R.O.A.R class. She has taken the position with grace and honor and has upheld those standards.

To: Board of Education  
From: Jon Waldron  
Date: March 17, 2025  
Re: High School Resolutions

**RECOMMENDED BOARD ACTIONS:**

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month.

**Daisy Karsen**, daughter of Jenny and Tony Karsen: One teacher says: Daisy is the epitome of respect, resilience, and honesty. She works hard at everything she does, even if it does not come easily to her. She always treats her teachers and her peers with respect. She is a student that every teacher in the building can trust and rely on; we know that when given a choice, Daisy will always do the right thing. She is kind, humble, and hardworking. We are very lucky to have a student like Daisy at LHS.

**Auburn James (AJ) Terry**, son of Angela and Cody Terry: One teacher says: AJ is always on task and consistently encourages those around him to do the same. He is proactive about checking in on his grades and is respectful and polite to his teachers and other students. He puts forth his best effort, no matter the task and makes sure that he accomplishes everything.



# LAWTON COMMUNITY SCHOOLS

## Lawton Community Schools Board of Education Minutes of the Regular Meeting on February 17, 2025 High School Board Room

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A REGULAR MEETING of the Board of Education of Lawton Community Schools was held Monday, February 17, 2025 beginning at 7:00pm in the HIGH SCHOOL BOARD ROOM.

- Board members present: Walter Hitchcock, Steve Carroll, Bryan Cronenwett, Larissa Hunt, Nate Pursley, Matt Riggs, Eric Smith
  - Board members absent: None
1. **CALL TO ORDER** - This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during forum time.
  2. **PLEDGE OF ALLEGIANCE**
  3. **APPROVAL OF AGENDA**  
Motion: Riggs  
Support: Hunt  
Carried: 7-0  
"RESOLVED, that the Lawton Community Schools Board of Education approves the agenda as presented."
  4. **FORUM TIME** - Comments specific to meeting agenda
  5. **BUDGET REPORTS**
  6. **SUPERINTENDENT'S REPORT**
    - A. Special Recognitions
      1. Student of the Month
      2. Educational Hero Award
  7. **NEW BUSINESS - CONSENT AGENDA ITEMS**
    - A. Approval of Consent Agenda Items  
Motion: Riggs  
Support: Smith  
Carried: 7-0  
"RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: A, B, C, D, E, and F."
    - B. Special Recognition Resolution Approvals
      1. Middle School  
"RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month for the month of

January: Fifth Grade Ellie St. John, Sixth Grade Owen Elmore, Seventh Grade Hadlee Cirino, and Eighth Grade Hadlee Cirino.”

**Ellie St John; Daughter of Christopher St. John and Casey Provost-St John**

This young lady is such an amazing individual. Ellie is that student that has sincere honesty to her. She is empathetic towards others and her work ethic is fantastic! Miss St. John has shown academic growth due to her hard work and efforts and she is always looking for ways to get better. She is very aware of her surroundings and notices when peers are in need. Miss St. John is very helpful in the classroom, and she is that student who will be honest with a guest, and she just runs the show! Ellie St. John is certainly a 5th grader that represents everything a student of the month should be at Lawton Middle School! Keep up the great work, Ellie!!!!!!!!!!!!

**Owen Elmore; Son of Jake and Caren Elmore**

Lawton Middle School is proud to recognize Owen Elmore as January’s Student of the Month! Owen consistently follows all expectations, setting a positive example for his classmates. He takes great pride in his work, always striving for excellence in every subject. Owen has made remarkable strides in all subjects, especially in math. Beyond his academic achievements, he is a supportive and helpful peer, always willing to lend a hand to those around him. Congratulations, Owen, on this well-deserved recognition!

**Hadlee Cirino; Daughter of Anthony and Alison Cirino**

Hadlee Cirino is an outstanding young lady with an amazing work ethic. She has shown herself to be an honest, hardworking, and determined individual. She engages in lessons and consistently gives her best effort on homework and tests. Hadlee actively participates in group discussions, offering insights that encourage her classmates to think critically and collaborate effectively. She is also a bit of a paradox because she can be quiet, yet fierce. When Hadlee has something to share, she lets her opinions be known. Yet, her ability to balance her quiet demeanor with a passionate commitment to her work makes her a great example to others. Furthermore, Hadlee's creativity shines through in various projects, where she often exceeds our expectations, showcasing her enthusiasm for learning. She also embraces challenges with a positive attitude, viewing them as opportunities for growth rather than obstacles.

In short, Hadlee embodies the qualities of a remarkable student: she is industrious, thoughtful, and compassionate. It is evident she will continue to make a lasting impact, not only in her academic pursuits, but also in the lives of those around her. For these reasons, it is our privilege to select Hadlee Cirino as our January Student of the Month.

**Drake Colley; Daughter of Thomas and Carrie Colley**

We are proud to recognize Drake Colley as the 8th Grade Student of the Month for January. Drake consistently demonstrates a positive influence both in and out of the classroom. She treats everyone with kindness and respect, setting a strong example for her peers to follow. Always ready to offer a helping hand, Drake supports both her classmates and teachers with dedication. Her exceptional work ethic and optimistic attitude contribute to her status as a high-achieving student.

2. High School

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month.

**Miley Torres**, daughter of Heather and Hector Torres: One teacher says: Miley is a great student!! She does great work and is awesome to have in class! Another teacher says: Miley Torres is such a sweet, respectful, hardworking, and bright young lady. I am so proud of her for taking on big academic challenges and always having a good attitude regardless of

every situation. She is a student I can always count on to do the right thing! A third teacher says: Miley is one of the most improved students in band this year! She is prepared to play her parts and is very focused during rehearsals. She helps those around her and has really developed a strong sense of musicianship this year. She is reliable, detailed, consistent, and is quick to apply new knowledge. She is eager to improve, and works hard at the small details, as well as the big picture. Her smile and laughter are also contagious, and she is so friendly to all!

**Landon Anderson**, son of Alicia Anderson: One teacher says: Landon is always friendly and respectful and often will even talk to me outside of class. He gives his best effort to each task and is great at asking questions. Another teacher says: Landon is quiet, calm, and focused daily in class. He is always prepared and willing to help others learn. In our class-- he plays oboe for concert season and is a member of the drum line during marching band. He is consistent, accurate, and detailed--all of which are strong traits for a musician.

3. Educational Hero Award

“RESOLVED, that the Lawton Community Schools Board of Education extend congratulations to Amanda Steinke and Laura Prior for receiving the Educational Hero Award through the Van Buren County School Boards Association.”

C. Approval of Board of Education Meeting Minutes

“RESOLVED, that the Lawton Community Schools Board of Education approves the January 13, 2025 Organizational and Regular Meeting Minutes as presented.”

D. Donation Acknowledgement

“RESOLVED, that the Lawton Community Schools Board of Education extend sincere appreciation to Honee Bear for the donation of \$7,500 to the district and approves for future use towards performing arts, extracurricular clubs, and athletics for students at Lawton Community Schools.”

E. Hire – Seinke – Yearbook Club Advisor

“RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Amanda Steinke as a Yearbook Club Advisor for the High School.”

F. Resignation – Jone – JV Football Assistant Coach

“RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Nathan Jones as JV Football Assistant Coach effective January 18, 2025.”

8. **NEW BUSINESS**

A. Points of Pride

Smith – STEM night, good turnout, nice inside option for students/parents during winter

B. Finance Committee Meeting – 01.15.25

Committee: Finance

Date of Meeting: 1.15.25 @ 4:30

Committee Members attending: Carroll, Cronenwett, Riggs

Administrator(s) attending: Bandfield, Watson, Keister

Type of committee report:

X Reporting/updating

X Recommending board action

Brief background of committee issues/area reporting:

The committee met to discuss a few items on Wednesday Jan 17 and some of the items included

● Audit Update

- Marc Sawyers from Hungerford virtually presented our Audit. As expressed to the BOE previously we did not meet the deadline for audit submission which was the only finding in

the Audit. Marc, along with the Business Office are confident that this will not occur in future years. The copy of the Audit Report is included with a resolution for approval.

- Transportation
  - The committee continued to explore potential adjustments to seek and retain drivers
- Potential Legislative Changes to Insurance
  - The Committee had brief dialogue regarding the changes that would come from PA 152 if signed by the Governor
- Online Enrollment
  - The committee is supportive of moving forward with a requested addition of PowerSchool eCollect / Enrollment Express which will assist in enrollment and form collection for the district. Resolution to Follow
- Brief Discussion regarding changes needed based on ORS Requirements for individuals not in a bargaining unit.

**RECOMMENDED BOARD ACTION:**

"RESOLVED, that the Lawton Community Schools Board of Education approves the purchase of PowerSchool eCollect / Enrollment Express for an estimated price of \$12,464 for implementation and \$5,689 annually.

"RESOLVED, that the Lawton Community Schools Board of Education accepts the audit from Hungerford Nichols CPAs and Advisors, as it has been accepted by the Finance Committee. (With additional updated Audit information)

**1. Powerschool eCollect/Enrollment Express Purchase**

Motion: Hunt

Support: Carroll

Carried: 7-0

"RESOLVED, that the Lawton Community Schools Board of Education approves the purchase of PowerSchool eCollect/Enrollment Express for an estimated price of \$12,464 for implementation and \$5,689 annually."

**2. 2023-24 Audit Approval – Roll Call Vote**

Motion: Smith

Support: Cronenwett

Carried: 7-0

Ayes: Hitchcock, Carroll, Cronenwett, Hunt, Pursley, Riggs, Smith

Nays: None

"RESOLVED, that the Lawton Community Schools Board of Education accepts the audit from Hungerford Nichols CPAs and Advisors, as it has been accepted by the Finance Committee. Be it further resolved that, General Fund Revenues were \$14,637,404, Expenditures were \$13,741,977, and Other Financing Uses were \$29,227, with a net charge in fund balances of \$866,200 and an ending balance of \$5,656,720."

**C. Letter of Agreement – Transportation**

Motion: Riggs

Support: Hunt

Carried: 7-0

"RESOLVED, that the Lawton Community Schools Board of Education approves supporting a letter of agreement with the LESPA that the rates for each step in Appendix B Basic Compensation for the classification of "Bus Driver Regular" will be increased by \$8. Also, the rates for each step in Appendix B Basic Compensation for the classification of "Extra Trips, Waiting Time & Other Additional Hours" will be increased by \$3."

**D. Letter of Agreement – Sick Day Pay Out**

Motion: Pursley  
Support: Carroll  
Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves supporting a letter of agreement with the LEA that amends the current language from “BA1” to BA2” in reference to pay for unused sick days since the current contract no longer has BA1. All remaining portions of Article VIII H – Pay for Unused Sick Days remain unchanged. This Letter of Agreement shall remain in effect through the 2026-27 school year.”

E. Facilities & Student Activities Committee Meeting – 02.12.25

Committee: Facilities, Athletics, Student Activities

Date of Meeting: 2.12.25 @ 5:00 - High School

Committee Members attending: Cronewett, Riggs, Smith

Administrator(s) attending: Bandfield

Type of committee report:

X Reporting/updating

X Recommending board action

Brief background of committee issues/area reporting:

The committee met to discuss a few items on Thursday Nov 7th. Some of the items included

- Storage Sheds for Soccer & MS Football
  - The Committee is in support of purchasing 2 sheds
- Request for MS Baseball and Softball to become a district sponsored sport
  - The Committee is in support for adding Middle School Baseball and Softball as a school sponsored sport
- Little League
  - Brief conversation about the situation with the Little League and the village

There is 2 recommendations coming out of the committee regarding the purchase of the sheds and adopting MS Baseball and Softball

CHAIR DOES NOT NEED TO READ THE FOLLOWING BOARD ACTIONS AS THEY WILL BE RESOLUTIONS AFTER THE COMMITTEE REPORT

RECOMMENDED BOARD ACTION:

- "RESOLVED, that the Lawton Community Schools Board of Education approves adding both Middle School Baseball and Softball as a school sponsored sport (1 Baseball team, 1 Softball Team), and supporting a letter of agreement with the LEA for adding 2 positions, MS Baseball and MS Softball at 4.75%.
- "RESOLVED, that the Lawton Community Schools Board of Education approves the purchase of two storage sheds at the estimated price of \$5,300.

1. Purchase of Sheds

Motion: Riggs

Support: Hunt

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves the purchase of two storage sheds at the estimated price of \$5,300.”

2. Middle School Baseball/Softball

Motion: Smith

Support: Carroll

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves adding both Middle School Baseball and Softball as a school sponsored sport (1 Baseball team, 1 Softball

team), and supporting letter of agreement with the LEA for adding 2 positions, MS Baseball and MS Softball at 4.75%.”

F. Evaluation Committee Meeting – 02.17.25

Committee: Evaluation Committee

Date of Meeting: 2.17.25

Committee Members attending: Hunt, Carroll, Pursley

Administrator(s) attending: Bandfield

Type of committee report:

X Reporting/updating

Recommending board action

Nov 15 Meeting Report

The committee met on Monday February 17th for discussion on the Superintendent Evaluation. We reviewed elements and domains that were reported on in previous years and discussed which will be used for the current year. The committee will meet prior to the June BOE Meeting for a preview of the evaluation materials prior to the evaluation process from the full Board.

RECOMMENDED BOARD ACTION: No Action in Committee Report

G. Relinquish Federal Funds

Motion: Hunt

Support: Pursley

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves relinquishing Federal Funds of the Title III, Part A – Immigrant Students, which is an estimated amount of \$317.”

H. MASB Region 6 Election – **Roll Call Vote** (no one participated in voting)

Motion:

Support:

Carried:

Ayes:

Nays:

~~“RESOLVED, that the Lawton Community Schools Board of Education supports XXX for MASB Region 6 Board of Directors.”~~

9. **FORUM TIME**

Doug Lawrence – treasurer of baseball/softball for Lawton; request a meeting with sports committee regarding grant-share programs

10. **CLOSED SESSION** – To consider a periodic personnel evaluation as allowed by the Open Meetings

Act, P.A. 267 of 1976, Section 8(a) – **Roll Call Vote**

The board went into Closed Session at 7:38pm and returned to Open Session at 7:44pm.

Motion: Riggs

Support: Hunt

Carried: 7-0

Ayes: Hitchcock, Carroll, Cronenwett, Hunt, Pursley, Riggs, Smith

Nays: None

“RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider a peronnel evaluation as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(a).”

11. **OPEN SESSION**

Motion: Cronenwett

Support: Hunt

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education return to Open Session.”

A. Superintendent Contract

Motion: Cronenwett

Support: Carroll

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education extend the contract of Ben Bandfield for an additional year and make it a three-year contract.”

12. **ADJOURNMENT**

The meeting adjourned at 7:45pm.

Submitted by: \_\_\_\_\_

Larissa Hunt, Lawton Community Schools Board of Education Secretary

Proposed



# LAWTON COMMUNITY SCHOOLS

## Lawton Community Schools Board of Education Minutes of the Work Session Meeting on March 8, 2025 High School Board Room

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A WORK SESSION MEETING of the Board of Education of Lawton Community Schools was held Saturday, March 8, 2025 beginning at 8:30am in the HIGH SCHOOL BOARD ROOM.

- Board members present: Walter Hitchcock, Steve Carroll, Bryan Cronenwett, Larissa Hunt, Nate Pursley, Matt Riggs, Eric Smith
  - Board members absent: None
1. **CALL TO ORDER** - This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during forum time.
  2. **PLEDGE OF ALLEGIANCE**
  3. **APPROVAL OF AGENDA**  
Motion: Cronenwett  
Support: Riggs  
Carried: 7-0  
"RESOLVED, that the Lawton Community Schools Board of Education approves the agenda as presented."
  4. **NEW BUSINESS**
    - A. PowerSchool Data Breach Update
    - B. Bond/Facility Assessment
    - C. Little League
    - D. Strategic Plan Review and Feedback
    - E. State of the Schools
    - F. Student Achievement
    - G. Positions to Ponder
  5. **FORUM TIME**
  6. **CLOSED SESSION** – To consider the dismissal, suspension, or discipline of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(a) – **Roll Call Vote**  
The board went into Closed Session at 11:38am and returned to Open Session at 12:46pm.  
Motion: Hunt  
Support: Riggs  
Carried: 7-0  
Ayes: Hitchcock, Carroll, Cronenwett, Hunt, Pursley, Riggs, Smith  
Nays: None

“RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider the dismissal, suspension, or diciplining of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(a).”

7. **OPEN SESSION**

Motion: Cronenwett

Support: Smith

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education return to Open Session.”

A. Student Discipline

Motion: Hunt

Support: Smith

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education expels student #20282597 from Lawton High School for 126school days, which is the remainder of the 2024-25 school year and the first trimester of the 2025-26 school year, and offer the student the opportunity to continue his educational path virtually through LAAC and provide the appropriate educational services. With appropriate academic progress and no additional behavior incidents, we support the administration considering a return to in-person learning at the LAAC for the fall of 2025-26 school year. Any changes from virtual to in-person learning, or from LAAC to LHS, will be determined and approved by the Superintendent. During the suspension, the student should not be on school grounds.”

12. **ADJOURNMENT**

The meeting adjourned at 2:35pm.

Submitted by: \_\_\_\_\_

Larissa Hunt, Lawton Community Schools Board of Education Secretary

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Approval of Minutes

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the February 17, 2025 Regular Meeting and the March 8, 2025 Work Session Minutes as presented."**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Hire – Alexander Armstrong – Varsity Track Event Assistant

Chris Richter is recommending Alexander Armstrong be hired as a Varsity Track Event Assistant. One candidate applied and one was interviewed.

Zander is a Lawton alumni and is currently the middle school dean of students. Zander has spent the last 8 seasons as Grand Rapids Christian's Pole Vault coach.

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Alexander Armstrong as a Varsity Track Event Assistant."**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Hire – Shannon – Varsity Soccer Head Coach

Chris Richter is recommending Steve Shannon be hired as a Varsity Soccer Head Coach. Two candidates applied and two were interviewed.

Coach Shannon has 2 years of experience coaching high school soccer at Wyoming High School. He also has 6 years of club head coaching experience and for 3 years was the Red Arrow Soccer Club's Director of Coaching. Coach Shannon also lives in the district and will have two children going through the Lawton school system.

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Steve Shannon as a Varsity Soccer Head Coach."**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Hire – Richter – MS Baseball Head Coach

Chris Richter is recommending Brian Richter be hired as an MS Baseball Head Coach. One candidate applied and one was interviewed.

Brian Richter has been a varsity Baseball Assistant coach for the last 6 seasons. While being the 1<sup>st</sup> base coach, he has primarily worked with our pitchers and catchers. Brian also pitched at the junior college level.

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Brian Richter as an MS Baseball Head Coach."**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Hire – Weurding – MS Softball Head Coach

Chris Richter is recommending Derek Weurding be hired as an MS Softball Head Coach. One candidate applied and one was interviewed.

Derek is an elementary teacher who has coached the club MS team the last 2 seasons as well as assistant coaching the MS girls and boys basketball teams. Varsity Coach, Madison Ludwig highly recommends Derek for this position.

**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Derek Weurding as an MS Softball Head Coach."**

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
SUBJECT: Termination – Smith – Childcare Provider

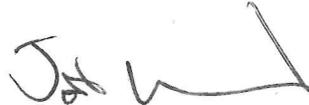
**RECOMMENDED BOARD ACTION:**

**"RESOLVED, that the Lawton Community Schools Board of Education accepts the termination of Crystal Smith as a Childcare Provider effective February 17, 2025."**

TRIP REQUEST  
CO-CURRICULAR/EXTRA-CURRICULAR

Alana Barone +  
 Advisor Kenda Stutzky Group Class 2025  
 Date of Request 2/5/25 Date of Trip 5/22/25  
 Destination Cedar Point  
 Purpose of Trip Senior Class trip  
 Departure Time 6:00 AM Return 10:00 pm  
 District Cost See attached How Funded Fundraisers 2021-2025  
 Student Cost \$25 How Paid Cash/check  
 Means of Transportation Holiday Coach - Bus  
 No. of Staff 2 No. of Chaperones 0

\*\*\*\*\*

Trip Approved:   
 Signature

Bus Scheduled: \_\_\_\_\_  
 Signature

Trip Disapproved: \_\_\_\_\_  
 Signature

\*\*\*\*\*

The staff member in charge will have a COMPLETED EMERGENCY MEDICAL FORM for each student on the trip.

  
 Signature

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
RE: Senior Trip – Out of State Approval Resolution

This resolution recommends approval of the Cedar Point trip for the Class of 2025.

**RECOMMENDED BOARD ACTION:**

**“RESOLVED, that the Lawton Community Schools Board of Education approves the out of state Senior Trip on May 22, 2025 to Cedar Point.”**

2025-2026 LAWTON COMMUNITY SCHOOLS CALENDAR														
Tentative										Student Attendance Days	Cumulative	Student Attendance Days in Tri Count		
Student Days	Cumulative Student Days	Teacher Days	Cumulative Teacher Days	Half Days	TRI	PD Hrs	CONF							
8/18-8/22	8/19 Teacher PD, 8/20 Optional PD, 8/21 All Staff Report	0	0	2	2			6				0		
8/25-8/29	8/25 First day all students - Full day, 8/29 No School	4	4	4	6							4	4	
9/1-9/5	9/1 No School - Labor Day	4	8	4	10							4	8	
9/8-9/12		5	13	5	15							5	13	
9/15-9/19		5	18	5	20							5	18	
9/22-9/26		5	23	5	25							5	23	
9/29-10/3		5	28	5	30							5	28	
10/6-10/10	10/7 Conferences (HS/MS/LAAC 4-7, ES 4:30-8), 10/8 Conferences (HS / MS 4-7) 10/9 Conferences (ES 4:30-8:00) 10/10 - No School Fall Break	4	32	4	34			HS/MS 6ES 7	LAAC 3			4	32	
10/13-10/17	10/13 Teacher PD - No students	5	37	5	39			6				4	36	
10/20-10/24		5	42	5	44							5	41	
10/27-10/31		5	47	5	49							5	46	
11/3-11/7		5	52	5	54							5	51	
11/10-11/14	11/13 - Full Day (HS Exams), 11/14 Students 1/2 Day AM (HS Exams) - Records PM	5	57	5	59	1	57					5	56	56
11/17-11/21	Start of 2nd Trimester (HS / MS)	5	62	5	64							5	61	
11/24-11/28	11/26 No School Conf. Comp. Day 11/27 & 11/28 No School Thanksgiving Break	2	64	3	67							2	63	
12/1-12/5	12/2 Conferences (LAAC 3-6)	5	69	5	72				LAAC 3			5	68	
12/8-12/12		5	74	5	77							5	73	
12/15-12/19		5	79	5	82							5	78	
12/22-12/26	Christmas Break - No School	0	79	0	82							0	78	
12/29-1/2	Christmas Break - No School	0	79	0	82							0	78	
1/5-1/9		5	84	5	87							5	83	
1/12-1/16	1/15 Full Day - Conferences (HS / MS 4-7) 1/16 Students 1/2 Day AM - Conferences PM (HS/MS/LAAC 1-3 ES at-risk Conf. 1-3)	5	89	5	92	1		HS/MS SES 2	LAAC 2			5	88	
1/19-1/23	1/19 Teacher PD - No students	5	94	5	97			6				4	92	
1/26-1/30		5	99	5	102							5	97	
2/2-2/6	2/6 Teachers PD - No students	5	104	5	107			6				4	101	
2/9-2/13	2/9 No School Mid-Winter Break	4	108	4	111							4	105	
2/16-2/20		5	113	5	116							5	110	
2/23-2/27		5	118	5	121							5	115	
3/2-3/6	3/4 - Full Day (HS Exams), 3/5 - Students 1/2 Day AM (HS Exams) - Records PM 3/6 Teacher	5	123	5	126	1	66	6				4	119	63
3/9-3/13	Start of 3rd Trimester	5	128	5	131							5	124	
3/16-3/20	3/17 - Conferences (ES 4:30-8, LAAC 3-6) 3/19 - Conferences (ES 4:30-8)	5	133	5	136				ES 7	LAAC 3		5	129	
3/23-3/27	3/27 No School Conference Comp. Day	4	137	5	141							4	133	
3/30-4/3	No School Spring Break	0	137	0	141							0	133	
4/6-4/10	4/7 State Assessments Begin (tentative)	5	142	5	146							5	138	
4/13-4/17	4/16 - Full Day - Conferences (HS/MS/LAAC 4-7) 4/17 Students 1/2 Day AM - Conferences PM (HS/MS/LAAC 1-3)	5	147	5	151	1		HS/MS 5	LAAC 5			5	143	
4/20-4/24		5	152	5	156							5	148	
4/27-5/1		5	157	5	161							5	153	
5/4-5/8		5	162	5	166							5	158	
5/11-5/15		5	167	5	171							5	163	
5/18-5/22		5	172	5	176							5	168	
5/25-5/29	5/25 No School Memorial Day, 5/29 Graduation	4	176	4	180							4	172	
6/1-6/5	6/3 Students 1/2 Day AM (HS Exams) / Records PM 6/4 Students 1/2 Day AM (HS Exam) - Records PM	4	180	4	184	2	57					4	176	57
		180		184		6	180	30						
Note:	To offset additional evening P/T conference time for elementary teachers the afternoon of 4.17 will be comp time.													

TO: Board of Education  
FROM: Ben Bandfield  
DATE: March 17, 2025  
RE: Approval of 2025-26 District Calendar

The proposed calendar has been reviewed by the Administration and LEA leadership and is being presented to the Board for approval.

**RECOMMENDED BOARD ACTION:**

**“RESOLVED, that the Lawton Community Schools Board of Education approves the 2025-26 school district calendar as presented.”**

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised BYLAWS AND POLICIES
Code	po0131.1
Status	
Adopted	February 20, 1995
Last Revised	January 8, 2024

### **Revised Bylaw - Vol. 39, No. 2**

#### **0131.1 - BYLAWS AND POLICIES**

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

Those bylaws and policies which are not **required to have a public hearing** dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, **or repealed by a majority vote of the Board at a regular or special meeting** and repealed at any meeting of the Board,

**(x )** after completing two (2) readings at two (2) scheduled meetings, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. **[END OF OPTION]**

**(x )** except that the Board may **vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.** **[END OF OPTION]**

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

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

**(x )** The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting. **[END OF OPTION]**

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

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Legal

M.C.L. 380.1201 et seq.

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Adopted	February 20, 1995
Last Revised	June 18, 2012

### **Revised Policy - Vol. 39, No. 2**

#### **2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

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

#### **Field Trips**

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

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

For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Principal, Superintendent, or Board and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

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

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

Field trips to destinations more than \_\_\_\_\_ **[ENTER AMOUNT]** miles from the District must be approved by the ~~( )~~ Superintendent ~~( )~~ Board **[END OF OPTIONS]**. **[END OF OPTIONAL PARAGRAPH]**

#### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the ~~( ) Administration~~ ~~( ) Athletic Director~~ ~~( ) Board~~ **[END OF OPTIONS]** appropriate administrator in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the ~~( ) Athletic Director~~ ~~( ) Principal~~ ~~( ) Superintendent~~ ~~( ) Board~~ **[END OF OPTIONS]** appropriate administrator of the activity and pertinent information.

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

### **Overnight Travel**

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

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

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

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

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

### **Trip Approval Process**

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

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

Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved. **[END OF OPTION]**

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved. **[END OF OPTION]**

The Board shall:

- A. ~~( ) approve all proposed field trips.~~
- B. ~~( ) consider field trips which are included in curriculum guides to have been approved in advance. All field trips not listed in the curriculum guide must each be approved by the Board.~~

- C. ~~( ) annually approve a list of potential field trips. Each proposed field trip not so listed must be approved by the Board.~~
- D. ~~( ) approve those field trips and other District sponsored trips which ( ) take students more than \_\_\_\_\_ ( ) miles from this District. ( ) are planned to keep students out of the District overnight or longer or out of the State. [END OF OPTION]~~

### General Trip Provisions

The Superintendent shall approve all other such trips.

~~[ ] The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips. Students may be charged fees, however, for other District sponsored trips which are not part of a course of study. [END OF OPTION]~~

Students may be charged fees for District-sponsored trips () but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. ~~[END OF OPTION]. [END OF OPTIONAL PARAGRAPH]~~

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

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

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

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

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~the staff member's~~ charge is imperiled () or where changes or substitutions beyond ~~the staff member's~~ control have frustrated the purpose of the trip **[END OF OPTION]**.

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

### Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the ~~( )~~ Principal ~~( )~~ Superintendent. **[END OF OPTIONS]** appropriate administrator to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

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

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

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

~~[ ]~~ The District shall assume transportation costs for

~~( )~~ all field trips.

~~( )~~ a certain number of approved field trips as specified in the Superintendent's administrative guidelines. **[END OF OPTIONS]**

For all other trips, including co-curricular, athletic, and other extra-curricular trips, the District:

A.  may assume the transportation costs or assign the cost to the sponsoring organization.

B. ~~( )~~ will assume the vehicle cost but the cost of the driver shall be paid

~~( )~~ by the sponsoring organization.

~~( )~~ from the designated fund.

C. ~~( )~~ will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.

This charge is to be paid

~~( )~~ by the sponsoring organization.

~~( )~~ from the designated fund.

**[END OF OPTIONS]**

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTION]**

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTION]**

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

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle  without the approval of the Principal **[END OF OPTION]**.

No student is allowed to drive on any trip. An exception may be made by the Principal on an individual basis provided the student has written parental permission (x ) and does not transport any other student **END-OF-OPTION.**

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

~~School vehicles are not to be used if the entire distance traveled outside the State is more than \_\_\_\_\_ (—) miles.~~

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Legal

M.C.L. 380.1282

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised IMMUNIZATION
Code	po5320
Status	
Adopted	February 20, 1995
Last Revised	June 15, 2015

### **Revised Policy - Vol. 39, No. 2**

#### **5320 - IMMUNIZATION**

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

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

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

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

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

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

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Legal M.C.L. 333.9201 et seq., 380.1177, 380.1177a  
A.C. 325.176

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised USE OF MEDICATIONS
Code	po5330
Status	
Adopted	February 20, 1995
Last Revised	November 19, 2018

### **Revised Policy - Vol. 39, No. 2**

#### **5330 - USE OF MEDICATIONS**

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

For purposes of this policy, **the following definitions shall be used:**

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

**"Medication"** shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

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

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

**"Treatment"** refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

#### **Administration of Prescription Drug Products by School Staff**

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the **(x)** school office ~~( ) nurse's office ( ) health room~~ **END OF OPTION**. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

#### **Administration of Nonprescription Drug Products by School Staff**

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the **(x)** school office ~~( ) nurse's office ( ) health room~~ **END OF OPTION**. Substances that are not FDA approved (i.e., natural products, food supplements) **(x)** will require the written instruction of a practitioner and the written consent of the parent ~~( ) will not be administered by District staff~~ **END OF**

**OPTION. ( x )** Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. **END-OF-OPTION ( x )** If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. **[END-OF-OPTION]** Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

**[ ] [OPTION #1]**

~~Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over the counter medication to another student. Violations of this rule will be considered violations of Policy 5530—Drug Prevention and of the Student Discipline Code/Code of Conduct.~~

**[ ] [OPTION #2]**

~~Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. ( ) Both must also authorize any self medication by the student.~~

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent ( ) who must also authorize any self medication by his/her child. ( ) Medications will be administered by the District in accordance with the Superintendent's guidelines.~~

**[END-OF-OPTIONS]**

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

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

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

**[ x ]** All medication shall be kept in a locked storage case in the school office. **[END-OF-OPTION]**

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

**[ x ]** Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines. **[END-OF-OPTION]**

**Student Possession of Medication**

**[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]**

**[ x ] [OPTION #1]**

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

**[END-OF-OPTION #1]**

**[OR]****[ ] [OPTION #2]**

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

~~High school students may possess and self-administer their own nonprescription medications ( ) and prescription medications [END OF OPTION] at school if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies ( ) and administrative guidelines [END OF OPTION]. ( ) Responsible students in grades K through eight (8) may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year. [END OF OPTION]~~

**[END OF OPTION #2]**

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

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

- A. ~~there~~There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c),
- and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,
- and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and ~~the student's his/her~~ parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

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

### General Provisions

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

No student is allowed to provide or sell any type of medication to another student. (x) Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention. **[END OF OPTION]**

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

**x ]** The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion. **[END OF OPTION]**

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the District's obligations and the student's<sup>38</sup> needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

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

M.C.L. 380.1178, 380.1178a, ~~380.1179~~ ~~301.1179~~

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

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

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

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	
Adopted	September 15, 2014

### **Revised Policy - Vol. 39, No. 2**

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

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

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

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

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

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

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

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

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

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

#### **Reporting of Injections**

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

All Epi-Pen injections by District employees to students shall be reported in writing to the Superintendent. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

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M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Revised STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION
Code	po5350
Status	
Adopted	February 20, 1995
Last Revised	June 15, 2015

### **Revised Policy - Vol. 39, No. 2**

#### 5350 - **STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success. ~~that depression and self destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self destruction poses a danger both to himself/herself and to other students.~~

**x ]** The District's comprehensive mental health and wellness initiatives may include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. ~~END OF OPTION~~

**x ]** The District may provide students with age-appropriate instruction concerning the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. ~~END OF OPTION~~

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

District staff shall receive professional development training in the risk factors, warning signs for suicide and depression, and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention. ~~(x )~~ Such training shall include the warnings signs of non-suicidal self-injurious behaviors. ~~END OF OPTION~~

Additional professional development training in suicide risk assessment and intervention shall be provided to counselors, psychologists, and school nurses.

The instruction and professional development shall be designed to:

- A. To prevent both fatal and nonfatal suicide behaviors among youth.

- B. To increase pupil awareness of the warning signs and risk factors for suicide and depression.
- C. To improve access to appropriate prevention services for vulnerable youth groups.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 - Stabilization
- Step 2 - Assessment of the Risk
- Step 3 - Use of Appropriate Risk Procedure
- Step 4 - Communication with Appropriate Parties
- Step 5 - Follow-up

~~[ ] The Superintendent shall implement instruction for students on the dangers of depression and suicide through age-appropriate programs. Such instruction shall focus on:~~

- A. ~~awareness of the risks and warning signs;~~
- B. ~~access to appropriate prevention services;~~
- C. ~~prevention of suicidal behaviors among students.~~

Parents/Guardians shall be notified of any suicide prevention instruction provided their children using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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Legal M.C.L. 380.1171 (Chase Edwards Law)  
Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)

Book	Policy Manual
Section	Board Review 39.2
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	
Adopted	February 20, 1995
Last Revised	November 19, 2018

#### 5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

**[x ]** The Superintendent is authorized to provide each student in grade twelve (12) and the parent of each student in grade twelve (12) a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in Michigan and State scholarships, grants, or other assistance available to students in Michigan. The Superintendent may use the model notice prepared by the Commission of Higher Education or develop a local notice containing the required information.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs; or
- J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum.
- K. on-line class

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if the student successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if the student earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided the student completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of M.C.L. 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in M.C.L. 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

### **Personal Curriculum**

All students will be required to be sixty percent (60%) proficient on 100% of the power standards in the core curriculum areas.

Special education students will be required to be sixty percent (60%) proficient on 100% of the power standards in the core curriculum areas. The exception to this would be that a special education student with a specific disability area can be sixty percent (60%) proficient on sixty percent (60%) of the power standards in any class in the area of disability indicated on their MET without a personal curriculum.

Special Education students will need a personal curriculum to substitute credit requirements of the Michigan Merit Curriculum. Substitutions will only be allowed in the students' area of disability and may not modify more than forty percent (40%) of the total credits seven (7) required by the Michigan Merit Curriculum.

Revised 4/20/98  
 Revised 11/20/00  
 Revised 5/15/06  
 Revised 5/21/07  
 Revised 1/21/08  
 Revised 6/16/08  
 Revised 3/16/09  
 9 Revised 10/19/09  
 Revised 4/19/10

Revised 4/18/11  
Revised 6/15/15

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M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b

M.C.L. 380.1278d, 380.1279h

20 U.S.C. 1400 et seq.

20 U.S.C. 1401 et seq.

29 U.S.C. 794

42 U.S.C. 12131 et seq.

Book	Policy Manual
Section	Board Review 39.2
Title	Copy of PERSONNEL FILES
Code	po8320
Status	
Adopted	February 20, 1995
Last Revised	November 16, 2021

### 8320 - PERSONNEL FILES

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

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

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

The Board delegates the maintenance of an employee personal information system to the Superintendent and/or Business Manager.

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

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

A copy of each such entry shall be given to the employee upon request.

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

Personnel records shall be available to Board members and school administrators as may be required in the performance of their jobs.

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

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date, material to be appealed, reason for appeal.

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

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.

### **Records Retention**

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

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

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

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

Revised 11/20/00

Revised 4/15/02

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Legal

M.C.L. 423.501 et seq

Book	Policy Manual
Section	Board Review 39.2
Title	Copy of WELLNESS
Code	po8510
Status	
Adopted	April 25, 2006
Last Revised	May 17, 2021

## 8510 - **WELLNESS**

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

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

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

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

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

1. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
2. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
3. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

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

**1. Physical Education**

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. Properly certificated, highly qualified teachers shall provide all instruction in physical education.

**2. Physical Activity**

Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

C. With regard to other school-based activities:

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

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
4. Lawton Community Schools Food Service, as a participating member in the National School Lunch Program (NSLP) and Breakfast Program, will not sell or allow the consumption of pop and/or soda beverages, including energy drinks, in any and all buildings' lunch rooms/serving areas during the school day breakfast and lunch periods.

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

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

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

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

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

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

- I. The food service program shall be administered by a director (contact (269)624-7829) who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

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

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

The Wellness Committee shall be responsible for:

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

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

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

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall include information in the student handbook.

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

Revised 5/19/14

Revised 12/15/14

Revised 7/17/17

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### **Nondiscrimination Statement**

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

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

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the



Book	Policy Manual
Section	Board Review 39.2
Title	Vol. 39, No. 2 - February 2025 Rescind TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	
Adopted	February 20, 1995
Last Revised	May 20, 2019

### **Rescind Policy - Vol. 39, No. 2**

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

~~It shall be the policy of the Board of Education to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.~~

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

~~The District shall assume transportation costs for~~

~~all field trips.~~

~~a certain number of approved field trips as specified in the Superintendent's administrative guidelines.~~

~~For all other trips including co-curricular, athletic, and other extra-curricular trips, the District:~~

~~A.  will assume the transportation costs.~~

~~B.  will assume the vehicle cost but the cost of the driver shall be paid~~

~~by the sponsoring organization.~~

~~from the designated fund.~~

~~C.  will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.~~

~~This charge is to be paid~~

~~by the sponsoring organization.~~

~~from the designated fund.~~

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

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

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

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

~~( ) without the approval of the principal.~~

~~[ ] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.~~

~~( ) and does not transport any other student.~~

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

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