LAWTON COMMUNITY SCHOOLS

BOARD OF EDUCATION

Regular Meeting

August 17, 2026

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** **3**
4. **FORUM TIME** - Comments specific to meeting agenda
5. **BUDGET REPORTS**
6. **SUPERINTENDENT'S REPORT**

A. Athletic Update/Presentation
B. 2026-2027 - Fall Athletic Schedule 4
C. 2026-2027 - Fall Coaching Staff 5

7. **NEW BUSINESS - CONSENT AGENDA ITEMS**

A. Approval of Consent Agenda Items 6
B. Approval of Board of Education Meeting Minutes 7
C. Hire Resolution - Ramlow - Title I Paraprofessional 12
D. Hire Resolution - Harrison - MS Physical Education Teacher 13
E. Hire Resolution - Saidla - Kindergarten Paraprofessional 14
F. Hire Resolution - Green - Special Education Paraprofessional-Elementary 15
G. Hire Resolution - Reynolds - Classroom Aide-Kindergarten 16
H. Hire Resolution - Mandujano - Transitional Kindergarten/Recess Aide 17
I. Resignation Resolution - Whipple - Special Education Paraprofessional 18
J. Resignation Resolution - Raymond - Special Education Paraprofessional 19
K. Resignation Resolution - Weurding - MS Volleyball Coach 20
L. Resignation Resolution - Saidla - Title I Reading Lab Paraprofessional 21
M. Termination Resolution - Rayman - Childcare Provider 22

8. **NEW BUSINESS**

A. Points of Pride
B. Approval of Long-Range Financial Forecast 23
C. Facilities & Student Activities Committee Meeting - 07.28.26 25
D. Change to District Calendar - HS Parent Teacher Conference Pilot 26
E. Neola Policy - Vol. 40, No. 2 - 2nd Reading 27
F. Neola Policy - Vol. 40, No. 2 - 1st Reading 63

9. **FORUM TIME**
10. **CLOSED SESSION** - to consider the dismissal, suspension, or disciplining of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976 8(b) - **Roll Call Vote** **69**
11. **OPEN SESSION** **70**

A. Reinstatement Review 71

12. **ADJOURNMENT**

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Approval of Agenda

RECOMMENDED BOARD ACTION:

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

LAWTON ATHLETICS Fall 2026 ATHLETIC SCHEDULE

VARSITY FOOTBALL

8/27	TH	South Haven	H	7:00
9/3	TH	Coloma	A	7:00
9/11	F	Kalamazoo United	H	7:00
9/18	F	Allegan *(Homecoming)*	H	7:00
9/25	F	Watervliet	A	7:00
10/2	F	Delton Kellogg	H	7:00
10/9	F	Constantine	A	7:00
10/16	F	Parchment	A	7:00
10/23	F	Schoolcraft	A	7:00
11/1		Playoff - 1st Round		TBA

JV FOOTBALL

8/26	W	South Haven	A	6:00
9/2	W	Coloma	H	6:00
9/10	TH	Kalamazoo United	A	6:00
9/17	TH	Allegan	A	6:00
9/24	TH	Watervliet	H	6:00
10/1	TH	Delton Kellogg	A	6:00
10/8	TH	Constantine	H	6:00
10/15	TH	Parchment	H	6:00
10/22	TH	Schoolcraft	H	6:00

CROSS COUNTRY

8/26	W	South Haven Invite	A	
9/2	W	Kalamazoo Invite	A	
9/8	Tue	Harper Creek Invite	A	5:30
9/12	S	Fennville Inv (MS)	A	9:00
9/15	Tue	SAC @ Fennville (MS only)	A	5:00
9/16	W	SAC @ Fennville	A	5:00
9/19	S	Constantine Invite (MS)	A	9:30
9/22	Tue	Lady of the Lake Inv (MS only)	A	5:45
9/29	Tue	SAC @ Bridgman (MS only)	A	5:30
9/30	W	SAC @ Bridgman	A	5:00
10/3	S	Otsego Invite (MS)	A	
10/10	S	Portage Invite (MS)	A	9:00
10/12	M	K-Christian MS Divisional Meet	A	5:30
10/13	Tue	MS SAC Champ @ K-Christian MS	A	4:30
10/15	TH	SAC Championship @ Gilmore	A	4:30
10/17	S	MS Regional @ Portage West	A	TBA
10/20	Tue	Heritage Christian Invite	A	TBA
10/24	S	Gobles Invite	A	
10/31	S	Regionals @ Portage West MS		

VARSITY SOCCER

8/19	W	Coloma	H	6:00
8/24	M	Fennville	A	6:00
8/26	W	Watervliet	H	6:00
8/28	F	Comstock	A	5:00
8/31	M	Paw Paw	H	6:00
9/3	TH	Holland Black River	H	6:00
9/9	W	Constantine	A	5:00
9/12	S	Marcellus Howardsville	A	10:00
9/14	M	Otsego	A	6:00
9/16	W	Schoolcraft	A	5:00
9/19	S	Cassopolis	H	10:00
9/21	M	Parchment	H	6:00
9/23	W	Hacket CP	A	5:00
9/28	M	Allegan	H	6:00
10/1	TH	Kalamazoo Christian	H	6:00
10/5	M	Bridgman	A	5:00
10/7	W	South Haven	A	6:30
10/12	M	Three Rivers	H	6:00

MS SOCCER

9/3	TH	Holland Black River	H	4:30
9/9	W	Allegan	A	5:00
9/14	M	Parchment	A	4:30
9/16	W	Holland Black River	A	
9/21	M	Parchment	H	4:30
9/28	M	Allegan	H	4:30
9/30	W	Kalamazoo Christian	H	4:30
10/5	M	Bridgman	A	
10/7	W	South Haven	A	
10/12	M	Saugatuck	H	4:30

M.S. FOOTBALL

9/9	W	Schoolcraft	A	5:00
9/16	W	Coloma	A	5:00
9/23	W	Watervliet	H	5:00
9/30	W	Kalamazoo United	H	5:00
10/14	W	Parchment	A	5:00
10/21	W	South Haven	H	5:00

VARSITY VOLLEYBALL

8/22	S	V - Lawton Invite	H	8:30
8/26	W	JV/V - Coloma	H	5:00
9/3	TH	JV/V - Martin	A	5:00
9/10	TH	JV/V - Watervliet	A	5:00
9/15	Tue	JV/V - Parchment	A	5:00
9/17	TH	JV/V - Saugatuck	H	5:00
9/19	S	JV - Lawton Invite	H	8:30
9/22	Tue	JV/V - Hacket CP	H	5:00
9/29	Tue	JV/V - Kalamazoo Christian	A	5:00
10/1	TH	JV/V - South Haven	H	5:00
10/3	S	V - Bloomingdale Invite	A	9:00
10/6	Tue	JV/V - Constantine	A	5:00
10/8	TH	JV/V - Galesburg	H	5:00
10/13	Tue	JV/V - Schoolcraft	H	5:00
10/20	Tue	Tri Matches by place of finish	A	5:30
10/21	W	JV Tri Match	A	5:30
10/22	TH	JV/V - Kalamazoo Cougars	H	5:30
10/27	Tue	V Tri @ Paw Paw w/ Decatur	A	5:00
10/28	W	JV Tri w/ Paw Paw & Decatur	H	5:00
		DISTRICTS @	A	TBA

MS VOLLEYBALL

9/14	M	Gobles	H	5:00
9/16	W	Martin	H	5:00
9/21	M	Kalamazoo Christian	A	5:00
9/23	W	Delton Kellogg	A	5:00
9/28	M	Schoolcraft	H	5:00
9/30	W	St. Augustine	A	4:30
10/5	M	Galesburg Augusta	H	5:00
10/7	W	Constantine	H	5:00
10/12	M	St. Monica	A	4:30
10/14	W	Parchment	A	5:00
10/15	TH	Kalamazoo Christian	H	5:00
10/21	W	Gobles	A	5:00

Last RevisedL 7/27/26

SCHEDULE SUBJECT TO CHANGE

*Volunteer for the Athletic Boosters at any home contest and earn 3 admissions into Lawton Athletic Events!!!

LAWTON FALL SPORTS COACHING STAFF 2026

SPORT	(STEP)	Coach	Phone
Varsity Football	10	AJ High ahigh@lawtoncs.org	744.6216
Assistant	8	Jose Martinez jmartinez@lawtoncs.org	308.1731
JV Football	10	Jason Carter jcarter@wsoule.com	344.0139/760.1455
Assistant	7	David Fletcher	209.2827
M.S. Football	10	Chad Williams cwilliams@lawtoncs.org	655.4820
Assistant	6	Andy Korteway	269.207.8400
V Volleyball	10	Kristin Burk Jaykrisand3kids@comcast.net	267.1447
JV Volleyball	5	Marcina McSpadden marcinamcspadden@gmail.com	762.2690
8th Volleyball	6	Brynn Kiel Brynn.kiel@yahoo.com	
7th Volleyball			
Cross Country	10	Kris Bullock kbullock@lawtoncs.org	624.6643
M.S. C.C	6	Wendi VanPeteghem wvanpeteghem@lawtoncs.org	269.808.4502
Soccer	4	Steve Shannon shannon.steven.p@gmail.com	269.365.7624
M.S. Soccer			
Sideline Cheer	6	Marissa Williams mlaupp221@gmail.com	269.830.7620
JV Sideline			

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
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, H, I, J, K, L, and M."

LAWTON COMMUNITY SCHOOLS

Lawton Community Schools
Board of Education
Minutes of the Regular Meeting on July 20, 2026
High School Board Room

A REGULAR MEETING of the Board of Education of Lawton Community Schools was held Monday, July 20, 2026 beginning at 7:00pm in the HIGH SCHOOL BOARD ROOM.

- Board members present: Steve Carroll, Eric Smith, Bryan Cronenwett, Larissa Hunt, Walter Hitchcock, Nate Pursley, Matt Riggs
- 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. 2025-2026 Pupil Spring Audit Summary
   B. Food Service Presentation
7. **NEW BUSINESS - CONSENT AGENDA ITEMS**
   A. Approval of Consent Agenda Items
      Motion: Cronenwett
      Support: Smith
      Carried: 7-0
      "RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: 7. A, B, C, D, E, F, and G."
   B. Approval of Board of Education Meeting Minutes
      "RESOLVED, that the Lawton Community Schools Board of Education approves the June 15, 2026 Budget Hearing Minutes and Regular Minutes as presented."
   C. Hire Resolution – Pass – Special Education Paraprofessional-Elementary
      "RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Sydney Pass as an Elementary Special Education Paraprofessional."

Proposed

D. Hire Resolution – Eufracio – Kindergarten Teacher
"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Lupita Eufracio as an Elementary Kindergarten Teacher."

E. Hire Resolution – Ragan – MS Librarian/Aide
"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Remington Ragan as a Middle School Librarian/Aide pending successful completion of criminal background checks."

F. Resignation Resolution – Eufracio – Title I Reading Lab Paraprofessional
"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Lupita Eufracio as a Title I Reading Lab Paraprofessional effective June 29, 2026."

G. Resignation Resolution – Nienhuis – MS Physical Education Teacher
"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Addison Nienhuis as a Middle School Physical Education Teacher effective July 10, 2026."

8. **NEW BUSINESS**

A. Points of Pride
Bandfield – maintence crew doing a great job with all they have to do

B. Facilities & Student Activities Committee Meetinig – 06.30.26
Committee: Facilities, Athletics, Student Activities
Date of Meeting: 6.30.26
Committee Members attending: Cronenwett, Riggs, Smith
Administrator(s) attending: Bandfield, Turner
Type of committee report:
Reporting/updating
X Recommending board action
Brief background of committee issues/area reporting:
The committee met on Tuesday June 30th to discuss a number of topics.

1. Middle School Roof
    a. The committee explored and compared quotes that were received and 2 representatives from Integral Roofing came to share information about Metal Roofing. The committee is seeking an opinion and quote to cover the skylight at the MS. Once received the committee will be closer to making a recommendation to the BOE to start the Bid process for the MS Roof.
2. 26-27 CapEx & 5 Year Plan
    a. The committee reviewed both the 26-27 CapEx approved expenditures and the 5 year plan and made a few updates to the 5 year plan.
3. Food Service Improvements
    a. The committee reviewed the first proofs of what we are exploring for some cosmetic improvements to the HS Cafeteria space that is included in the Food Service Spenddown plan.
4. Hockey Co-Op
    a. The Committee reviewed the proposal to have LCS join a Hockey Co-op that is hosted by Gull Lake. We have 1 student that is interested in playing HS Hockey. This is a 2 year agreement and is no cost to the district. Our Athletic Insurance does cover the student athlete.
5. Technology at MS
    a. The committee heard a potential change coming to the Middle School where they would no longer issue Chromebooks out to students to take home, but have them at school to use during the school day. This potential change was

Proposed

feedback from a team of teachers during summer work to reduce the reliability of tech and screentime for students and has the advantage for less damage for devices. Admin team still has to work out the logistics but current expenses would be around $5,000 for Chromebook Carts.

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

RECOMMENDED BOARD ACTION:

Resolution to approve the MHSAA Hockey Co-op

1. MHSAA Cooperative Team Application
   Motion: Hitchcock
   Support: Cronenwett
   Carried: 7-0
   "RESOLVED, that the Lawton Community Schools Board of Education adopt the Michigan High School Athletic Association (MHSAA) Cooperative Team Application as contained in the July 20, 2026 board packet and authorizes the Board Secretary or designee to sign the application."

C. Approval of L-4029 – **Roll Call Vote**
   Motion: Pursley
   Support: Smith
   Carried: 7-0
   Ayes: Carroll, Smith, Cronenwett, Hunt, Hitchcock, Pursley, Riggs
   Nays: None
   "RESOLVED, that the Lawton Community Schools Board of Education approves and authorizes the township treasurers to levy 18.000 mills on all non-homestead property for operating funds, 3.57 mills on all property for Debt 2015-B, 1.68 mills on all property for Debt 2019-A, and 3.15 mills on all property Debt 2019-B."

D. Finance Committee Meeting – 07.15.26
   Committee: Finance
   Date of Meeting: 7.15.26
   Committee Members attending: Carroll, Cronenwett, Riggs
   Administrator(s) attending: Bandfield, Watson
   Type of committee report:
   Reporting/updating
   Recommending board action
   Brief background of committee issues/area reporting:
   The committee met on Monday July 15 to work on the 5 Year Financial Forecast.
   Committee Members, Mr. Bandfield, & Mr. Watson all provided input on various revenue and expenditures for future years with likely, optimistic, and conservative outlooks and came to consensus for a few different scenarios.
   There will be a presentation scenarios discussed for the BOE at the work session on July 20th.
   RECOMMENDED BOARD ACTION:

E. Approval of Long-Range Financial Forecast
   Moving it to August Board Meeting
   ~~Motion:~~
   ~~Support:~~
   ~~Carried:~~
   ~~"RESOLVED, that the Lawton Community Schools Board of Education accepts the long-range financial forecast as presented."~~

Proposed

F. Neola Policy – Vol. 40, No. 2 – 1st Reading

9. **FORUM TIME**

10. **CLOSED SESSION** – to consider the dismissal, suspension, or disciplining of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(b) – **Roll Call Vote**
    The board went into Closed Session at 7:56pm and returned to Open Session at 9:07pm.
    Motion: Hunt
    Support: Cronenwett
    Carried: 7-0
    Ayes: Carroll, Smith, Cronenwett, Hunt, Hitchcock, Pursley, Riggs
    Nays: None
    "RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider the dismissal, suspension, or discipling of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(b). Closed session requested by student."

11. **OPEN SESSION**
    Motion: Hitchcock
    Support: Riggs
    Carried: 7-0
    "RESOLVED, that the Lawton Community Schools Board of Education return to Open Session." as presented."

    A. Resinstatement Review
       Motion: Pursley
       Support: Riggs
       Carried: 6-1
       "RESOLVED, that the Lawton Community Schools Board of Education recommends to non-reinstatement permanently expelled Student #20311075."

12. **ADJOURNMENT**
    The meeting adjourned at 9:46pm.

Submitted by: _____
Larissa Hunt, Lawton Community Schools Board of Education Secretary

Proposed

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Approval of Minutes

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the July 20, 2026 Regular Meeting Minutes as presented."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Ramlow – Title I Paraprofessional

Heather Olson is recommending Heather Ramlow be hired as an Elementary Title I Paraprofessional. Four candidates applied and one was interviewed.

Heather Ramlow has been a dedicated internal employee over the years and will be great for the Title I position.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Heather Ramlow as an Elementary Title I Paraprofessional."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Harrison – MS PE Teacher

David Williams is recommending Kallie Harrison be hired as a Physical Education Teacher for the Middle School. Five candidates applied and three were interviewed.

Ms. Harrison will be a fantastic addition to Lawton Middle School. She is active and wants to contribute to the school as soon as possible, especially in regards to coaching. I believe that Ms. Harrison will make our kids more active both inside and outside of school.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Kallie Harrison as a Physical Education Teacher for the Middle School."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Saidla – Kindergarten Paraprofessional

Heather Olson is recommending Bridgette Saidla be hired as a Kindergarten Paraprofessional for the Elementary School. Four candidates applied and four were interviewed.

Bridgette will be moving from the Title I position into the classroom to be a classroom aide. She is a great fit to be a classroom paraprofessional as she's gaining her teaching certification and this will provide her many opportunities to grow as a classroom teacher/educator. I am excited to see the growth she makes in this new role!

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Bridgette Saidla as a Kindergarten Paraprofessional for the Elementary School."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Green – Special Education Paraprofessional-Elementary

Heather Olson is recommending Allison Green be hired as a Special Education Paraprofessional for the Elementary School. Eight candidates applied and one was interviewed.

Allison Green is currently employed at the LAAC and LES part-time. She was an internal candidate with interest in full-time positions at the elementary. She is a mother to two children at the elementary school. We are excited to join her to the LES team full time!

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Allison Green as a Special Education Paraprofessional for the Elementary School."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Reynolds – Kindergarten Paraprofessional

Heather Olson is recommending Mikayla Reynolds be hired as a Kindergarten Paraprofessional for the Elementary School. Eight candidates applied and one was interviewed.

Mikayla Reynolds will be joining our kindergarten team as the classroom aide in Lupita Eufracio's classroom. Mikayla has been with Anne Wokeck at the daycare for 3 years and comes with high recommendations! She finished her associate's degree in elementary education this May from Southwestern Michigan College and is pursuing her bachelor's degree now. She is excited to get more classroom experience and continue to grow as a future teacher!

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Mikayla Reynolds as a Kindergarten Paraprofessional for the Elementary School."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Hire – Mandujano – Transitional Kindergarten Paraprofessional/Recess Aide

Heather Olson is recommending Kata Mandujano be hired as a Transitional Kindergarten Paraprofessional/Recess Aide for the Elementary School. Eight candidates applied and one was interviewed.

Kata Mandujano will be joining our TK/Kindergarten team as the classroom aide in Jessica Clark's classroom. She will supervise part of recess as well! Kata has been a long-time volunteer in our building and the district as a dedicated parent! She subbed in our building last year in many ways and has a passion to support our students! I am thrilled to have her officially join our LES team and be in the building full time this year!

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Kata Mandujano as a Transitional Kindergarten Paraprofessional/Recess Aide for the Elementary School."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Resignation Resolution – Whipple – Special Education Paraprofessional

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Jessica Whipple as a Special Education Paraprofessional effective July 10, 2026."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Resignation Resolution – Raymond – Special Education Paraprofessional

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Mackenzie Raymond as a Special Education Paraprofessional effective July 13, 2026."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Resignation Resolution – Weurding – MS Volleyball

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Derek Weurding as a Middle School Volleyball Coach effective August 3, 2026."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Resignation Resolution – Saidla – Title I Reading Lab Paraprofessional

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Bridgette Saidla as a Title I Reading Lab Paraprofessional effective August 10, 2026."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Termination Resolution – Rayman – Childcare Provider

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the termination of Amara Rayman as a Childcare Provider with Lawton Little Learners effective August 7, 2026."

Lawton Community Schools
Five Year Financial Forecast
2026/27 - 2030/31

	2026-27 Budget	2027-28 Est	2028-29 Est	2029-30 Est	2030-31 Est
	Annual	Annual	Annual	Annual	Annual
Total Revenues	**15,599,336**	**16,117,215**	**16,618,458**	**17,178,704**	**17,730,981**
Expenditures					
Program Expenditures	14,909,770	15,529,135	16,109,119	16,714,822	17,347,412
Capital Projects					
Operations	307,000	259,000	156,000	153,000	80,000
Roofs & Large Projects		717,000	267,000	267,000	267,000
Transportation	93,500	125,000	-	135,000	-
Technology	165,640	200,000	200,000	200,000	200,000
Textbooks	140,500	206,400	206,400	206,400	206,400
QZAB Cost	174,333	174,333	174,333	174,333	174,333
Total Expenditures	**15,790,743**	**17,210,868**	**17,112,852**	**17,850,555**	**18,275,145**
	15,790,743	17,210,868	17,112,852	17,850,555	18,275,145
Beginning Fund Balance	6,461,277	6,269,871	5,176,218	4,681,824	4,009,972
Revenue vs Exp	**(191,407)**	**(1,093,653)**	**(494,394)**	**(671,851)**	**(544,164)**
Ending Total Fund Balance	**6,269,871**	**5,176,218**	**4,681,824**	**4,009,972**	**3,465,808**
Less Appropriated FB	732,000	732,000	732,000	732,000	600,000
Net Fund Balance	**5,537,871**	**4,444,218**	**3,949,824**	**3,277,972**	**2,865,808**

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Long-Range Financial Forecast Resolution

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the long-range financial forecast as presented."

LAWTON COMMUNITY SCHOOLS
101 PRIMARY WAY • LAWTON, MICHIGAN 49065

Committee Report Form

Committee: Facilities, Athletics, Student Activities

Date of Meeting: 7.28.26

Committee Members attending: Cronenwett, Riggs, Smith

Administrator(s) attending: Bandfield, Turner

Type of committee report:

X	Reporting/updating
	Recommending board action

Brief background of committee issues/area reporting:

The committee met on Tuesday July 28th to discuss a number of topics.

1. Middle School Roof
    a. Further discussion on the Skylight. Seeking a quote on costs and plans for the interior if it was determined the best approach to cover the exterior of the skylight with Metal when completing the roof. Keeping the skylight we are exploring a cleaning, coating, and weatherproofing. The FASA Committee will take a trip to visit a metal roof(s) that have been installed. Eventually the Committee plans to bring a resolution to the BOE to take the project to bid.
2. HS Flat Roof
    a. Based on a Companies rough estimates we estimated costs for the HS & MS Flat Roof
    HS Roof - 106,043.36 square feet x $7= $742,303.52
    MS Flat Roof - 48,811.04 square feet x $7 = 341,677.28

3. We continued to work through the Facility Assessment. The committee previously completed Admin Office, Transportation, Stadium & Ball Fields. At this meeting we completed the High School. We still have to complete the Middle School. We are waiting on the Site Assessment on the Elementary School

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

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Change to District Calendar – HS Parent Teacher Conference Pilot

The proposal for the Change to the District Calendar for HS Parent Teacher Conference is as follows:

Academic Previews:
Thursday, August 27 (4:40pm-6:40pm)
Thursday, November 19 (4:40pm-6:40pm)
Thursday, March 11 (4:40pm-6:40pm)

Schedule:

4:45pm – Welcome Bell
4:50pm-5:00pm – 1st Hour
5:04pm-5:14pm – 2nd Hour
5:18pm-5:28pm – 3rd Hour
5:32pm-5:47pm – Principal Presentation
5:51pm-6:01pm – 4th Hour
6:05pm-6:15pm – 5th Hour
6:15pm-6:35pm – Meet with additional teachers if needed

Individual Conferences (all same dates):
Tuesday, October 6 (3:10pm-4:40pm) – new time
Wednesday, October 7 (3:10pm-5:00pm) – new time

Thursday, January 14 (3:10pm-4:30pm) – new time
Friday, January 15 (1:00pm-3:00pm) – same time as original

Thursday, April 15 (3:10pm-4:30pm) – new time
Friday, April 16 (1:00pm-3:00pm) – same time as original

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approve the change in regards to the previously approved Parent Teacher Conference dates and times, adding three Academic Preview nights at the beginning of each Trimester and adjusting the Parent Teacher Conference times as presented."

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Revised DEFINITIONS
Code	po0100
Status	
Adopted	February 20, 1995
Last Revised	November 16, 2021

Revised Policy - Vol. 40, No. 2

0100 - **DEFINITIONS**

Whenever the following items are used in these ~~**( ) bylaws and policies**~~ **(x)** bylaws, policies, and administrative guidelines ~~**[END OF OPTIONS]**~~, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders, and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel, and/or confrontation or cross-examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes, but is not limited to, electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") may include computers, laptops, tablets, e-readers, wireless communication devices ("WCDs"), cellular/mobile phones, smartphones, **(x)** telephone paging devices (e.g., beepers or pagers), **(x)** and/or other web-enabled devices of any type ~~**[END OF OPTIONS**~~].

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0171.3)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, X (f.k.a. Twitter), LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District is responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes.

Wireless Communication Device ("WCD")

For the purposes of Policy/Administrative Guideline 5136 - Wireless Communication Devices (WCDs), a WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 New STAFF ETHICS
Code	po1410
Status	

New Policy - Vol. 40, No. 2

1410 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all administrators to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. **Responsibility to the Profession**

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address, and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. **Responsibility to Professional Competence**

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research, and assessment;
3. act in the best interest of all students;

C. **Responsibility to Students**

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. **Responsibility to the School Community**

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. **Responsible and Ethical Use of Technology**

1. use technology in a responsible manner;

2. ensure student safety and well-being when using technology;

3. maintain confidentiality in the use of technology;

4. promote the appropriate use of technology in educational settings;

F. **(x)** recognize basic dignities of all individuals with whom they interact in the performance of duties;

G. **(x)** represent accurately their qualifications;

H. **(x)** exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

I. **(x)** seek and apply the knowledge and skills appropriate to assigned responsibilities;

J. **(x)** keep in confidence legally-confidential information as they may secure;

K. **(x)** ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

L. **(x)** avoid accepting anything of value offered by another for the purpose of influencing judgment;

M. **(x)** refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of administrators, the Board prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. District staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Michigan Code of Educational Ethics

Book	Policy Manual
Section	Board Review 40.2
Title	Copy of ON-LINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	
Adopted	January 13, 2014
Last Revised	November 20, 2023

2370.01 - **ON-LINE/BLENDED LEARNING PROGRAM**

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. **Definitions**

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. **Program Eligibility**

The District shall offer a program for students in Grades 6-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. **Course Availability and Access**

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:

   a. On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.

   b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.

   c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.

2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14).~~, which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances..~~

3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:

a. The District has determined that it is in the best interest of the student.

b. The student agrees with the recommendation of the District.

4. The District may provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0- B shall be followed and seat time waivers obtained.

5. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan Virtual University.

6. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:

a. The student is enrolled in any of grades K to five (5).

b. The student has previously gained the credits provided from the completion of the on-line course.

c. The on-line course is not capable of generating academic credit.

d. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.

e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content.

f. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding an alternative course in the same or a similar subject that is of acceptable rigor and quality.

g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.

h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.

i. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Van Buren ISD. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Van Buren ISD shall respond to the appeal within five (5) days after it is received. If the Van Buren ISD determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.

7. An on-line learning student shall have the same rights and access to technology in the District's school facilities as all other students enrolled in that District.

8. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.

9. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full- time equivalent student under this act.

D. **Applicants**

1. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.

2. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

3. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

E. **Requirements Specific to On-Line Learning Courses**

To offer an on-line course, the District must:

1. Provide the Michigan Virtual University with the course syllabus in a form and method prescribed by the Michigan virtual university
for inclusion in a statewide on-line course catalog.

2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on- line courses maintained by the Michigan Virtual University

3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

F. **On-line Course Syllabus**

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. State academic standards addressed in an on-line course.

2. On-line course content outline.

3. On-line course required assessments.

4. On-line course prerequisites.

5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.

6. Academic support available to the on-line learning student.

7. On-line course learning outcomes and objectives.

8. Name of the institution or organization providing the on-line instructor.

9. Number of eligible nonresident students that will be accepted by the District in the on-line course.

10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan Virtual University.

Revised 12/15/14

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Legal M.C.L. 388.1621f, 388.1622f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f(2)(f)

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Revised COMPREHENSIVE SCHOOL HEALTH EDUCATION
Code	po2417
Status	

Revised Policy - Vol. 40, No. 2

2417 - **COMPREHENSIVE SCHOOL HEALTH EDUCATION**

~~**[NOTE: This policy is provided to address Best Practice Incentive for Fiscal Year 2012-13.]**~~

The Board shall provide a comprehensive health education program that addresses the essential knowledge and skills that help students to become "health literate," develop self-efficacy in health-related skills and knowledge, make~~making~~ the healthiest choices available, and avoid~~avoiding~~ those behaviors that can cause damage to their health and well-being.

The Board shall comply with current state law in implementing comprehensive health education programs. In doing so, the Board shall adopt, implement, and evaluate a research and evidence based comprehensive health education program that is effective, medically accurate, and developmentally appropriate~~research-based, theory-driven comprehensive education program~~.

The District's comprehensive health education program shall strive to:

A. provide quality~~at least fifty (50) hours of~~ health education instruction at every grade level, from Pre-kindergarten through grade twelve (12), facilitated by qualified, properly endorsed educators in partnership with families to give all students sufficient time to learn health skills and habits for a lifetime;

B. align instruction with~~help students master~~ the Michigan Health Education Standards Guidelines~~Content Standards and Benchmarks~~;

C. focus on helping young people develop and practice personal, social, and emotional competencies~~ and social skills, such as communication and decision making, in order~~ to deal effectively with health-risk situations;

D. use active, participatory instructional strategies within safe and supportive learning environments consistent with State guidelines~~to engage all students~~;

E. address social and media influences on student behaviors and help students identify healthy alternatives to specific high-risk behaviors;

F. emphasize critical knowledge and skills that students need in order to obtain, understand, and use valid and reliable health information, products, services, and resources~~basic health information and services~~ in ways that enhance healthy living, including skills for research, reasoning, critical thinking, and problem solving;

G. focus on behaviors that have the greatest effect on health, especially those related to nutrition; physical activity; violence and injury; alcohol and other drug use; tobacco use; mental and emotional health; healthy relationships; and sexual behaviors that may increase the risk of HIV/AIDS, sexually transmitted infections~~and sexual behaviors that lead to HIV, sexually transmitted disease~~, or unintended pregnancy, emphasizing both~~their~~ short-term and long-term consequences and strategies for prevention, including abstinence;

H. build functional knowledge and skills, from year to year, that are developmentally appropriate, trauma-responsive, inclusive, and culturally responsive;~~ and~~

I. include medically accurate and up-to-date information, and be appropriate to students' developmental levels, personal behaviors, and cultural backgrounds; and~~.~~

J. incorporate personal safety skills, maintaining personal boundaries.

Assessment

Student work in health education courses may be regularly assessed and the District may determine how course grades factor into~~shall be regularly assessed and graded using performance-based items that are aligned with the health education content standards. Course grades shall be determined in the same manner as other subject areas and shall be included in calculations of~~ grade point average, class rank, and academic recognition programs.

Collaborative Approach

Collaborative and integrative approaches shall be used in the teaching of health education. The health education program is one component of a coordinated school health program and shall be coordinated with other school health initiatives. If the District includes sex education as part of its comprehensive health education program, a sex education advisory board shall be established in accordance with M.C.L. 380.1507. In fostering a collaborative approach with the school, parents shall have the right to opt their child out of sex education instruction without penalty or loss of academic credit.

Health topics shall be integrated into the instruction of other subjects, with the assistance of school health education professionals, in order to complement the health education program.

The District will collaborate with community organizations to provide student learning opportunities in both the classroom and the community. Participation in community opportunities for service learning related to health and utilization of community resources as a part of classroom instruction shall be in accordance with policies of the Board and relevant to course objectives.

The District shall partner with parents/guardians and families, who are recognized as the first and primary health educators of their children, in order to provide consistent messages regarding health behavior. Health education programs shall be consistent with school and community standards that support positive parent/child communications and guidance.

Implementation

The Board shall employ ~~highly~~ qualified teachers of health education with the appropriate endorsements and credentials. Such teachers shall possess the necessary qualifications, skills, and training as specified by Michigan law and the Michigan Department of Education. Such qualifications for teachers to provide instruction in health education include the appropriate endorsement as specified by the Michigan Department of Education. To provide instruction in sex education, teachers must meet the qualification requirements of M.C.L. 380.1507(5)~~essential to perform their duties well, and shall serve as positive role models by demonstrating healthy behaviors~~.

Teachers shall have received quality professional development in health education through their pre-service preparation or through in-service training.

~~In order to teach health in secondary health courses, a teacher must have an endorsement in health or family and consumer sciences on their secondary level teaching certificate.~~

The Board supports ongoing professional development activities specifically related to health education, including practice using strategies designed to positively influence students' health behaviors and attitudes.

The Board shall evaluate its policies and implementation of District efforts that promote health literacy and healthy behaviors among all students. The District shall utilize available funds effectively in providing health education services and shall work with local partners in pursuit of additional resources to provide comprehensive school health education programming, professional development, and classroom materials.

M.C.L. 380.1502, 380.1169, 380.1170, 380.1507
Michigan State Board of Education Policy on Comprehensive School Health Education
Michigan Health Education Standards Guidelines (2025)

© Neola 2026~~12~~

Legal	M.C.L. 380.1502, 380.1169, 380.1170, 380.1507
	Michigan State Board of Education Policy on Comprehensive School Health Education
	Michigan Health Education Standards Guidelines (2025)

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Renumber/Rescind VOLUNTEERS
Code	po3120.09
Status	
Adopted	February 20, 1995
Last Revised	December 11, 2006

Renumber/Rescind Policy - Vol. 40, No. 2

~~3120.09 **VOLUNTEERS**~~

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~**[ ]** Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.~~

~~**[ ]** Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.~~

~~**[ ]** Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check, and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.~~

~~**[ ]** Any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check, and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.~~

~~The Superintendent is to inform each volunteer that s/he:~~

A. ~~shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;~~

B. ~~will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;~~

C. ~~will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.~~

~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

~~**© Neola 2006**~~

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Rescind VOLUNTEERS
Code	po4120.09
Status	
Adopted	February 20, 1995
Last Revised	April 15, 2002

Rescind Policy - Vol. 40, No. 2

~~4120.09 **VOLUNTEERS**~~

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~**[ ]** Any individual who volunteers to work in the schools or on any school sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.~~

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C. ~~will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.~~

~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

~~**© Neola 2007**~~

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 New STAFF ETHICS
Code	po4210
Status	

New Policy - Vol. 40, No. 2

4210 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all support staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. **Responsibility to the Profession**

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address, and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. **Responsibility to Professional Competence**

1. demonstrate commitment to high standards of practice;
2. demonstrate responsible use of data, materials, research, and assessment;
3. act in the best interest of all students;

C. **Responsibility to Students**

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. **Responsibility to the School Community**

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. **Responsible and Ethical Use of Technology**

1. use technology in a responsible manner;

2. ensure student safety and well-being when using technology;

3. maintain confidentiality in the use of technology;

4. promote the appropriate use of technology in educational settings;

F. **(x)** recognize basic dignities of all individuals with whom they interact in the performance of duties;

G. **(x)** represent accurately their qualifications;

H. **(x)** exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

I. **(x)** seek and apply the knowledge and skills appropriate to assigned responsibilities;

J. **(x)** keep in confidence legally-confidential information as they may secure;

K. **(x)** ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

L. **(x)** avoid accepting anything of value offered by another for the purpose of influencing judgment;

M. **(x)** refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of the support staff, the Board prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. District staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Michigan Code of Educational Ethics

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Replacement WIRELESS COMMUNICATIONS DEVICES (WCDs)
Code	po5136
Status	
Adopted	February 16, 2004
Last Revised	January 21, 2013

Replacement Policy - Vol. 40, No. 2

5136 - **WIRELESS COMMUNICATIONS DEVICES (WCDs)**

Students are prohibited from using a wireless communications device ("WCD") on school grounds during instructional time. A WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

For purposes of this policy, school grounds means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

The prohibition on WCD use does not apply to the following:

A. Medically necessary devices.

B. District-owned devices including, but not limited to, school-issued tablets and laptops.

C. Devices designated by the District to be used for instructional purposes.

D. Devices used for special education programming or devices provided as an accommodation to students as required under Section 504 of Title V of the Rehabilitation Act of 1973, 29 U.S.C. 794, or as part of an individualized education plan under Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165.

E. Lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher.

F. Emergency situations. Use of a WCD under this exemption must not interfere with school emergency protocols or the actions of first responders, and must not endanger students or faculty. A protocol for when and how pupils are permitted to use wireless communications devices during an emergency is included in the District's Emergency Operations Plan (Policy 8402).

[SELECT OPTION A, OPTION B, OR OPTION C - (DRAFTING NOTE: M.C.L. 380.1303a (Public Act 2 of 2026) requires the policy to include enforcement language, but does not specify what that language must say. The following is optional language for the district to consider.)]

[x] [OPTION A]

Students who violate this policy by using a WCD on school grounds during instructional time will be subject to discipline in accordance with the Student Code of Conduct.

[END OF OPTION A]

[ ] [OPTION B]

Students who violate this policy by using a WCD on school grounds during instructional time will be subject to the following progressive disciplinary measures:

A. First Offense: Verbal warning and confiscation of the device until the end of the school day.

B. Second Offense: Confiscation of the device with parent/guardian notification and required parent/guardian pickup.

C. Third Offense: Confiscation of the device, parent/guardian conference, and additional disciplinary action as determined by school administration.

These enforcement mechanisms are designed to achieve the goals of this policy.

[END OF OPTION B]

[ ] [OPTION C]

Enforcement mechanism language as drafted by the District.

[END OF OPTION C]

[DRAFTNG NOTE: CHOOSE OPTION #1, OPTION #2, OR OPTION #3]

[ ] [OPTION #1]

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in **( )** classrooms, **( )** gymnasiums, **[END OF OPTIONS]** locker rooms, shower facilities, rest/bathrooms **( )** and/or swimming pool **[END OF OPTION]**.

[END OF OPTION #1]

[ ] [OPTION #2]

The use of WCDs in **( )** classrooms, **( )** gymnasiums, **[END OF OPTIONS]** locker rooms, shower facilities, rest/bathrooms **( )** and/or swimming pool **[END OF OPTION]** is prohibited.

[END OF OPTION #2]

[x] [OPTION #3]

WCDs, including, but not limited to, those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, **(x)** classrooms, **(x)** gymnasiums, **[END OF OPTIONS]** locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

[END OF OPTION #3]

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

A copy of the District's Wireless Communications Devices policy shall be posted on the District's website.

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Legal M.C.L. 380.1303a (Public Act 2 of 2026)

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 New CARE OF STUDENTS WITH DIABETES
Code	po5336
Status	

New Policy - Vol. 40, No. 2

5336 - **CARE OF STUDENTS WITH DIABETES**

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner.

The diabetes care to be provided includes any of the following:

A. checking and recording blood glucose levels and ketone levels, or assisting the student with checking and recording these levels;

B. responding to blood glucose levels that are outside of the student's target range;

C. in the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;

D. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;

E. providing oral diabetes medications;

F. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's treating practitioner's order;

G. following the treating practitioner's instructions regarding meals, snacks, and physical activity; and

H. administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the District receives an order signed by the student's treating practitioner, the Board will inform the student's parent, guardian, or other person having care or charge of the student that the student may be entitled to a Section 504 Plan regarding the student's diabetes.

[DRAFTING NOTE: SELECT OPTION #1 or #2]

[x] [BEGIN OPTION #1]

With regard to the administration of diabetes medication:

A. The diabetes medication may be administered by a school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who is trained in diabetes care. Such training must address the following issues:

1. recognizing the symptoms of hypoglycemia and hyperglycemia;

2. the appropriate treatment for a student who exhibits the symptoms of hypoglycemia or hyperglycemia;

3. recognizing situations that require the provision of emergency medical assistance to a student;

4. understanding the appropriate treatment for a student, based on an order issued by the student's treating practitioner, if the student's blood glucose level is not within the target range indicated by the order;

5. understanding the instructions in an order issued by a student's treating practitioner concerning necessary medications;

6. performing blood glucose and ketone tests for a student in accordance with the student's treating practitioner's order and recording the results of those tests;

7. administering insulin, glucagon, or other medication to a student in accordance with the student's treating practitioner's order and recording the results of the administration; and

8. understanding the relationship between the diet recommended in a student's treating practitioner's order and actions that may be taken if the recommended diet is not followed.

The training must also comply with the following additional requirements:

1. The training must be coordinated by a school nurse, or if the school does not employ a school nurse, a licensed health care professional (e.g., a medical or osteopathic doctor, a registered nurse, advanced practice registered nurse, a licensed practical nurse, or a physician's assistant) with expertise in diabetes who is approved by the District to provide the training.

2. The training will take place prior to the beginning of each school year, as needed, or not later than fourteen (14) days after the Board receives an order signed by the treating practitioner of a student with diabetes.

3. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.

4. The school nurse or approved licensed health care professional with expertise in diabetes care will promptly provide all necessary follow-up training and supervision to an employee who receives training.

B. The Principal of a school attended by a student with diabetes will distribute a written notice (see Form 5336 F1) to each employee containing the following information:

1. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.

2. A description of the tasks to be performed.

3. A statement that participation is voluntary and that the School District will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.

4. A statement that training will be provided by a licensed health care professional with expertise in diabetes to an employee who agrees to provide care.

5. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.

6. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties under this Policy (unless the act or omission constitutes willful or wanton misconduct).

7. The name of the individual to contact if an employee is interested in providing diabetes care.

The school nurse and/or the school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

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

~~**[ ] [BEGIN OPTION #2]**~~

~~Diabetes medication may be administered by a school nurse.~~

~~The school nurse can only administer diabetes medication as described above if the requirements of Policy 5330 are met.~~

~~**[END OF OPTION #2]**~~

~~**[END OF SELECTION]**~~

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to the student's diabetes care and management, in accordance with the student's treating practitioner's order, during regular school hours and school-sponsored activities only if:

A. the student's parent, guardian, or other person having care or charge of a student provides a written request that the student be permitted to attend to the student's diabetes care and management while at school (see Form 5330 F1); and

B. the student's treating practitioner has authorized such self-care and determined that the student is capable of performing diabetes care tasks (see Form 5330 F1).

A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent, guardian, or other person having care or charge of the student makes such a request.

A student with diabetes is permitted to possess, on the student's self at all times, all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

~~**[ ] [OPTIONAL LANGUAGE]**~~

~~The Board will provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations involving these conditions to both of the following:~~

~~A. a school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day; and~~

~~B. a bus driver employed by the Board who transports a student with diabetes.~~

~~**[END OF OPTIONAL LANGUAGE]**~~

~~**[ ] [OPTIONAL LANGUAGE]**~~

~~The Board authorizes the Superintendent to procure and maintain a supply of injectable or nasally administered glucagon for use in emergency situations. In procuring injectable or nasally administered glucagon, the Board will accept donations of glucagon from wholesale distributors of dangerous drugs or manufacturers of dangerous drugs, as well as donations of money from any person to purchase the drug.~~

~~In the circumstance of severe hypoglycemia, staff will follow the procedures and protocols relating to the administration of glucagon.~~

~~**[END OF OPTIONAL LANGUAGE]**~~

In accordance with Michigan law, the Board and its members and school employees shall not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from providing care or performing duties under this Policy unless the act or omission constitutes willful or wanton misconduct. Also, in accordance with Michigan law, a school nurse or other licensed health care professional shall be immune from disciplinary action by the Board of Nursing or any other regulatory board for providing care or performing duties under this Policy if the care provided or duties performed are consistent with applicable professional standards.

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Book	Policy Manual
Section	Board Review 40.2
Title	Copy of PURCHASING
Code	po6320
Status	
Adopted	February 20, 1995
Last Revised	April 15, 2024

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

Each year, the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

A. Seek informal price quotations on purchases.

B. purchases that are under fifty percent (50%) of the amount allowed by State statute for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

C. When the purchase of, and contract for, single items of supplies, materials, or equipment is in excess of fifty percent (50%) but less than the amount allowed by State statute the Superintendent shall whenever possible, require three (3) competitive price quotations.

D. When the purchase of, and contract for, single items of supplies, materials, or equipment is in excess of fifty percent (50%) but less than the amount allowed by State statute the Superintendent shall whenever possible, require three (3) competitive price quotations.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive Bids

Michigan’s Revised School Code (M.C.L. 380.623a, 380.1267, and 380.1274) establishes a base above which competitive bids must be obtained for school construction projects (including renovation, repair, or remodeling) and procurement of supplies, materials, and equipment. This requirement does not apply to buildings, renovations, or repairs costing less than the amount specified in Michigan's Revised School Code. **[DRAFTING NOTE: The maximum amount specified in this subsection shall be adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31 of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31 of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The state laws also provide for an increase in the base amount corresponding to increases in the Consumer Price Index ("CPI"). For fiscal**

year 2026, which began on Wednesday, October 1, the base amount for Section 1267 (pertaining to construction, renovation, repair, or remodeling) and the new base for Sections 623a and 1274 (pertaining to procurement of supplies, materials, and equipment) are each $31,321.]

[x] In order for sealed bidding to be feasible, the following conditions shall be present:

A. a complete, adequate, and realistic specification or purchase description is available;

B. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

C. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

A. Bids shall be solicited in accordance with the provisions of State law and this policy. Bids shall be solicited from ~~**[CHOOSE OPTION] ( ) _____ [ENTER AMOUNT]**~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

B. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

C. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

D. A firm, fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

E. The Board reserves the right to reject any or all bids, but must document and provide a justification for all bids it rejects for sound documented reason.

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

A. the quality of the item(s) to be supplied;

B. its conformity with specifications;

C. suitability to the requirements of the school;

D. delivery terms;

E. past performance of vendor.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than $25,000. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Board should be advised of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process and/or exceeds the function.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. opportunity be provided to as many responsible suppliers as possible to do business with the school;

B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

C. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in the Superintendent's judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;

D. upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 C.F.R. 80.36) for the administration and management of Federal grants and Federally funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A).

Revised 12/13/04
Revised 5/21/07
Revised 2/15/10
Revised 1/21/13

Revised 11/16/15

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Legal M.C.L. 380.1267, 380.1274 et seq.

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Revised PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	May 16, 2016
Last Revised	November 18, 2024

Revised Policy - Vol. 40, No. 2

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority businesses and women's business enterprises, veteran-owned businesses, and labor surplus area firms for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business;

B. unnecessary experience and excessive bonding requirements;

C. noncompetitive pricing practices between firms or between affiliated companies;

D. noncompetitive contracts to consultants that are on retainer contracts;

E. organizational conflicts of interest;

F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

G. any arbitrary action in the procurement process.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list ~~_____ [INSERT FREQUENCY; SEE DRAFTING NOTE].~~ as needed.

[DRAFTING NOTE: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

The District shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the qualitative nature of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The informal procurement methods include:

1. **Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $15,000~~_____~~ **[not to exceed $15,000~~10,000~~]**. To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and maintains documents to support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold, however, the Revised School Code provides for a lower amount ($31,321 for the 2025-26~~29,572 for the 2023-24~~ fiscal year). While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]

2. **Small Purchases**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of established annually by the State of Michigan. Small purchase procedures require that price or rate quotations shall be obtained from ~~[CHOOSE AN OPTION] ( ) _____ [ENTER AMOUNT; SEE DRAFTING NOTE]~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ qualified sources. **[DRAFTING NOTE: 1. The competitive threshold for the 2025-26 fiscal year is $31,321 effective October 2, 2025~~2023-24 fiscal year is $29572, effective October 23, 2023~~. 2. Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2023-2024 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is $31,321 effective October 2, 2025~~29,572, effective October 23, 2023~~.]**

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally based on price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~**[CHOOSE OPTION] ( ) _____ [ENTER AMOUNT]**~~ **(x)** an adequate number of **[END OF OPTION]** qualified suppliers, providing sufficient response time prior to the date set for the

opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

d. A firm, fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids, but must document and provide a justification for all bids it rejects for sound documented reason.

2. **Proposals**

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **[DRAFTING NOTE: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2025-26 fiscal year is $31,321 effective October 2, 2025~~2023-24 fiscal year is $29,572 effective October 23, 2023~~. (See Policy 6320.)]**

If this method is used, the following requirements apply:

a. Requests for proposals require public notice, and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from ~~**[CHOOSE OPTION] ( ) _____ [ENTER AMOUNT]**~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ sources.

c. The District must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procuremen**t

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. the procurement transaction can only be fulfilled by a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

e. after soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $350,000 effective October 1, 2025~~$250,000~~). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

The District uses a time-and-materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6) financial and technical resources.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed, in writing, with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

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Legal	2 C.F.R. 200.317-.326; Appendix II to Part 200 2 C.F.R. 200.334 - 200.336 2 C.F.R. 200.520
Cross References	po6350 - PREVAILING WAGE

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Revised EMERGENCY OPERATIONS PLAN
Code	po8402
Status	
Adopted	May 20, 2019

Revised Policy - Vol. 40, No. 2

8402 - **EMERGENCY OPERATIONS PLAN**

For~~By no later than January 1, 2020, for~~ each school building, the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one (1) law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

A. school violence and attacks

B. threats of school violence and attacks

C. bomb threats

D. fire

E. weather-related emergencies

F. intruders

G. parent and student reunification

H. threats to a school-sponsored activity or event whether or not it is held on school premises

I. a plan to train teachers on mental health and student and teacher safety

J. a plan to improve school building security

K. an active violence protocol

L. continuity of operations after an incident

M. a vulnerability assessment

N. a protocol for when and how pupils are permitted to use wireless communications devices during an emergency

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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Legal	M.C.L. 380.1308b

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 New SPECIALIZED TRANSPORTATION FOR STUDENTS WITH IEPs
Code	po8655
Status	

New Policy - Vol. 40, No. 2

8655 - **SPECIALIZED TRANSPORTATION FOR STUDENTS WITH IEPs**

It is the policy of the Board of Education to provide specialized transportation as a related service when it is necessary for a student with an individualized education program ("IEP") to receive a free appropriate public education ("FAPE"), consistent with the least restrictive environment ("LRE") requirements. Specialized transportation is defined under 34 C.F.R. 300.34(c)(16) and includes travel to and from school and between schools; travel in and around school buildings; and specialized equipment such as special or adapted buses, lifts, and ramps, if required to provide transportation for a student with an IEP.

The IEP Team shall determine whether specialized transportation is required based on the individual needs of the student and the student's access to education in the LRE, including nonacademic settings, in accordance with 34 C.F.R. 300.114 and 300.117. Transporting a student with an IEP separately from their peers shall be used only when necessary to meet the student's needs and after consideration of supplementary aids and services that could support the student on general education transportation. The IEP Team will consider whether the student can safely walk or use general education transportation to get to and from school and activities, and if not, whether disability-related medical, health, developmental, or behavioral needs necessitate specialized transportation. The IEP Team will also consider potential harmful effects on the student or the quality of services, consistent with 34 C.F.R. 300.116(d). Cost shall not be a factor in determining a student's need for specialized transportation as a related service. Any required specialized equipment or supports will be documented in the student's IEP.

Transportation options shall be selected in accordance with LRE principles and the student's documented needs and may include: general education vehicles without supplementary aids and services; general education vehicles with supplementary aids and services for specialized equipment; or specialized transportation vehicles when necessary for the student to receive FAPE. The IEP Team's determination shall address transportation to and from school and, as appropriate, nonacademic and extracurricular activities that are part of the student's IEP.

The Superintendent shall establish administrative guidelines to implement this policy and to ensure that transportation personnel receive the information necessary to carry out IEP-required transportation supports and services in compliance with Federal and State requirements.

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Legal	34 C.F.R. 300.34(c)(16), 300.114, 300.116(d), 300.117
	M.C.L. 380.1321, 1322, 1323, 1324, 1756
	A.C. Rule 340.281, 282

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Neola Policy Adoption

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education adopts the Neola Board Policies of Vol. 40, No. 2 with the exception of policies 2418, 7540.09, and 8120.09 as presented."

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Revised SEX EDUCATION
Code	po2418
Status	
Adopted	November 20, 2017
Last Revised	May 20, 2024

Revised Policy - Vol. 40, No. 2

2418 - **SEX EDUCATION**

~~In accordance with Michigan statute the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health, and the recognition, prevention, and treatment of sexually transmitted diseases.~~
In accordance with Michigan statute and the Michigan Health Education Standard Guidelines, the Board of Education authorizes instruction in sex education. Such instruction will include the curriculum as recommended by the sex education advisory board and adopted by the Board.

The instruction described in this policy shall emphasize~~stress~~ that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy, sexually transmitted infections, and HIV. Instruction shall also articulate the benefits of abstinence, postponing sexual activity, and setting personal limits based on individual beliefs and values~~a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted diseases and is a positive lifestyle for unmarried young people~~.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of the parent's/guardian's right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. Material and instruction in a sex education curriculum shall be developmentally appropriate, age-appropriate, medically accurate~~age-appropriate, not medically inaccurate~~, and shall comply with the statutory requirements of M.C.L. 380.1507b and align with the Michigan Health Education Standard Guidelines.

Instruction shall be organized around grade spans (3-5, 6-8, 9-12) and shall address content areas appropriate to each span as detailed in AG 2418 and aligned with the Michigan Health Education Standard Guidelines.

If a district chooses to include sex education as part of its comprehensive health education program, the district shall~~The Board~~ shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals

who are not employed by the District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sexual activity~~sex~~, pregnancy, and sexually transmitted infections~~diseases~~. ~~Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.~~

B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends including, but not limited to, teenage pregnancy rates, STI~~sexually transmitted disease~~ rates, and incidents of student sexual violence and harassment.

C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and STIs~~sexually transmitted disease~~, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Teachers providing instruction at the secondary level (Grades 6-12) must hold appropriate endorsements as specified by Michigan statute and the Michigan Department of Education. Instruction in health and sex education shall comply with the Elliott-Larsen Civil Rights Act and all applicable laws, including parent opt-out provisions.~~Each person who provides instruction to K to twelve (12) students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and Michigan Department of Health and Human Services (MDHHS).~~

No person shall dispense or otherwise distribute, in a District school or on District school property, a family planning drug or device.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

M.C.L. 380.1169, 380.1170, 380.1310b, 380.1507, 380.1507a, 380.1507b
Act 453 of 1976, as amended by Public Act 6 of 2023 (Elliott-Larsen Civil Rights Act)

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Legal	M.C.L. 380.1169, 380.1170, 380.1310b, 380.1507, 380.1507a, 380.1507b Act 453 of 1976 as amended by Public Act 6 of 2023 (Elliott-Larsen Civil Rights Act)

Book	Policy Manual
Section	Board Review 40.2
Title	Copy of ARTIFICIAL INTELLIGENCE ("AI")
Code	po7540.09
Status	
Adopted	November 18, 2024

7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. ~~including, but not limited to, the following: Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 – Personal Communication Devices; Policy 5500 – Student Conduct; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety; Policy 8330 – Student Records; Policy 8350 – Confidentiality; and Policy 8351 – Security Breach of Confidential Databases.~~

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

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Cross References	po5500 - STUDENT CONDUCT
	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
	po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Book	Policy Manual
Section	Board Review 40.2
Title	Vol. 40, No. 2 - February 2026 Renumbered/Revised VOLUNTEERS
Code	po8120.09
Status	

Renumbered/Revised Policy - Vol. 40, No. 2

8120.09~~3120.09~~ - **VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District~~S/He~~ shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Volunteers for Athletic Activities

Volunteers who direct, supervise, or coach a student activity program that involves athletics, routine or regular physical activity, or activities with health and safety considerations may be required to complete a sudden cardiac arrest training course. The qualifications may also include completion of a student mental health training course. The mental health training course may be combined with or part of another training course.

These volunteers will submit to a background check and take courses as may be required by the Michigan Department of Education ("MDE") and/or the Michigan High School Athletic Association ("MHSAA").

General Requirements

x] Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check prior to being allowed to participate in any activity or program.

~~**[ ]** Any volunteer who works with or has access to students shall submit to a criminal history records check prior to being allowed to participate in any activity or program.~~

~~**[ ]** Any person who volunteers to work with the District shall be screened through the Internet sites for the Sex Offenders Registry ("SOR") list, the Internet Criminal History Access Tool ("ICHAT") criminal history records check, and the Offender Tracking Information System ("OTIS") prior to being allowed to participate in any activity or program.~~

~~**[ ]** Any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry ("SOR") list, the Internet Criminal History Access Tool ("ICHAT") criminal history records check, and the Offender Tracking Information System ("OTIS") prior to being allowed to participate in any activity or program.~~

The Superintendent is to inform each volunteer that they~~s/he~~:

A. are required~~shall agree~~ to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which they are exposed except as authorized by law)~~including signing, if appropriate, the District's Network and Internet Access Agreement Forms~~;

B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of theirhis/her volunteer services;.

D. ~~**( )** may not accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations for the performance of their official duties as a volunteer on behalf of the Board.~~ ~~**[END OF OPTION]**~~

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that~~The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.~~

[CHOOSE OPTION #1 OR #2]

[x] [OPTION #1]

they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at **( )** the Board's **[OR] ( )** the volunteer's **[END OF OPTION]** expense.

~~**[ ] [OPTION #2]**~~

~~they will have to provide a set of fingerprints so that a criminal records check can be conducted **( )** at the Board's expense **( )** and that they will have to pay the costs associated with the criminal records check **[END OF OPTION]** either before they can begin their duties or as a condition of continued service as a volunteer at the discretion of the Board.~~

~~**[END OF OPTIONS]**~~

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be assigned to duties for which they will not work unsupervised with children.

The Superintendent shall inform each volunteer of the District's appreciation for their time and efforts in assisting in the operation of the schools and for their understanding with regard to the need for all volunteers to be subject to a possible criminal records check.

Offenses

~~If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any offense that would preclude an individual from employment pursuant to M.C.L. 28.722, the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be reassigned to duties in which they will not work unsupervised with children. Under no circumstances shall a volunteer with a disqualifying conviction under M.C.L. 28.722 be permitted to work unsupervised with children.~~

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any offense, it shall be within the Superintendent’s discretion, considering the nature and severity of the offense, the amount of time that has elapsed since the offense, and the extent to which the volunteer’s duties would involve contact with students, to determine whether to permit the individual to serve as a volunteer and whether any such service will involve unsupervised contact with students. Notwithstanding the foregoing, if the offense is one that would preclude an individual from employment pursuant to M.C.L. 28.722, the volunteer will be informed either that the Board is no longer interested in maintaining their volunteer service or that the volunteer will be reassigned to duties in which they will not work unsupervised with children, and the volunteer shall under no circumstances be permitted to work unsupervised with children.
Notwithstanding the foregoing, a volunteer with a disqualifying conviction under M.C.L. 28.722 may, at the Superintendent's discretion, be permitted to engage in limited volunteer activities, such as a family member reading aloud to a classroom, provided that: (i) a certificated District employee is present and directly supervising at all times; and (ii) the volunteer has no unsupervised contact with students at any point. The Superintendent may revoke this permission at any time.

~~A volunteer with a disqualifying conviction under M.C.L. 28.722 may, at the Superintendent's discretion, be permitted to engage in limited volunteer activities — such as a family member reading aloud to a classroom — provided that: (i) a certificated District employee is present and directly supervising at all times; and (ii) the volunteer has no unsupervised contact with students at any point. The Superintendent may revoke this~~

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TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Closed Session

RECOMMENDED BOARD ACTIONS:

"RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider the dismissal, suspension, or disciplining of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976 8(b). Closed session requested by student."

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
SUBJECT: Open Session

RECOMMENDED BOARD ACTION:

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

TO: Board of Education
FROM: Ben Bandfield
DATE: August 17, 2026
RE: Student Discipline Resolution

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education is in support of conditional reinstatement of permanently expelled student #20311075. The conditions of the reinstatement are for only virtual learning through the LAAC, and the student is not allowed on school grounds unless expressly approved by Administration. Any changes of the conditions of educational placement other than virtual learning through the LAAC would require Lawton Community Schools Board of Education action."