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2020 Administrative Organization

2020

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

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

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

Approved: May 4, 2009

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2030 District Authority

2030

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

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

Approved: May 4, 2009
LEGAL REF: MCL 380.11a

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2100 School Superintendent

2100

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

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

Approved: May 4, 2009

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2110 Superintendent Qualifications

2110

The Superintendent shall have:

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

Approved: May 4, 2009
LEGAL REF: MCL 380.1246

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2120 Duties of the Superintendent

2120

Essential Duties

The essential duties and responsibilities of the Superintendent shall be to:

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

General Duties

The general duties of the Superintendent shall be to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs,
2. Supervise the preparation of the annual budget and to recommend it to the Board for consideration,

Section 2000 – General School Administration

2120 Duties of the Superintendent

2120-2

3. Advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies, to point out possible economies and to supervise activities of the District,
4. Conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning his/her findings,
5. Assure that District finances are credited with interest earned by tax money on deposit with the county Treasurer by executing written agreement with the county Treasurer,
6. Put into practice the educational policies of the Board,
7. Supervise and direct the work of the teachers and other employees of the Board,
8. Classify and control the promotion of students,
9. Recommend to the Board the best methods of arranging the courses of study,
10. Recommend to the Board the proper textbooks to be used,
11. Make written reports to the Board,
12. Make written reports to the state,
13. Assist the Board in matters pertaining to the general welfare of the District,
14. Perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved: May 4, 2009

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246

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2125 Student Supervision and Welfare (Cf. 5201)

2125

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- Each administrator shall report immediately to the Superintendent any accident, safety hazard, or other potentially harmful condition or situation he/she detects.
- Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- An administrator shall not send students on any personal errands.
- An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/ or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem.

However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

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2125 Student Supervision and Welfare (Cf. 5201)

2125-2

- An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Administrators shall only use school accounts to engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to school matters.
- Administrators are prohibited from using school accounts to electronically transmit any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been authorized by the student's legal guardian, made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 8730.
- Since most information concerning a child in school, other than directory information described in Policy 8940, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the state and Board policy 8580, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

Approved: November 14, 2011

LEGAL REF: MCL 722.621 et seq., 750.520b, 750.520c, 750.520d, 750.520e

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2130 Superintendent Succession Planning and Recruitment (Cf. 5020)

2130

The Board is committed to maintain a state of readiness for the eventuality of a planned or unplanned change of the District's executive leadership. To that end, it is the policy of the Board of Education to establish and maintain a succession plan to ensure the orderly transition of leadership and the achievement of the District's mission and goals.

In addition, it is the policy of this Board to assess the future leadership needs of the organization periodically. This will help to ensure continuity of leadership by the selection of a qualified and capable leader who is a good fit for the District's culture as reflected by its mission, vision, goals, and objectives.

When a vacancy in the Superintendency occurs, the Board shall recruit aggressively on its own, or hire the Michigan Association of School Boards or other consultant, in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who displays the ability to carry out the duties of the Superintendent successfully.

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

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

Approved: May 4, 2009
LEGAL REF: MCL 380.1246

Section 2000 – General School Administration

2140 Superintendent Appointment

2140

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

The Superintendent will be offered a written contract not to exceed the number of years allowable by law. The Board shall not award tenure to the Superintendent in said position or in any other administrative position in the District.

The Superintendent's contract shall be considered for renewal at a meeting prior to the April Board meeting. It is the responsibility of the Board President to see that the Superintendent's contract is properly executed and signed. A copy of the contract shall be on file at the Board office. The contract shall contain a provision excluding the Superintendent from attaining tenure in the administrative position.

Approved: May 4, 2009

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

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2150 Compensation and Benefits

2150

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

Approved: May 4, 2009
LEGAL REF: MCL 380.1250

Section 2000 – General School Administration

2170 Professional Development Opportunities

2170

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

The Superintendent shall notify the Board President when attendance at such meetings will cause him/her to be absent from the District for more than a day.

Approved: May 4, 2009

Section 2000 – General School Administration

2220 Residency Requirements

2220

The Board prefers to hire a Superintendent who resides, or will commit to reside, within a 20-mile radius of the District boundaries, subject to state law. Said preference will be noted during the recruitment and selection process for a Superintendent designated by the Board.

When a non-resident is selected as the Superintendent, it shall be a negotiated condition of the contract offered that he/she shall have 365 days from the beginning of the contracted date of employment to establish residency within a 20 mile radius of the District boundaries subject to state law.

Non-Compliance

A non-resident Superintendent either newly appointed or promoted, except those specifically exempted by law, who fails to take up residence within a 20 mile radius of the District's boundaries within one year from the date of his or her appointment or, if an extension is granted, by the extended date, shall be terminated at the end of the first school year in which statutory and other required notices of termination of employment can be timely given.

Approved: May 4, 2009
LEGAL REF: MCL 15.601 *et seq.*

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2250 Superintendent Evaluation

2250

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

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

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

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

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2250 Superintendent Evaluation

2250-2

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

The evaluation procedure shall be on file at the District office.

Approved: May 4, 2009

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

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2270 Resolution Regarding Employee Resignations

2270

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

Approved: May 4, 2009

LEGAL REF: MCL 38.111; 380.1131; 380.1231

Section 2000 – General School Administration

2400 Administrative Personnel (Central Office and Building Level)

2400

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

Compensation Guides and Contracts

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

Qualifications and Duties

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

Recruitment and Selection of Administrators

The Board delegates to the Superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant administrative positions. Unless the Board can establish that the Superintendent has violated law, the policies of the Board, or the provisions of an applicable collective bargaining agreement in the selection of administrative candidates recommended for a contract, the Board should approve the Superintendent's recommendations. Members of the Board shall not involve themselves, either personally or as a collective body, in the recruitment, interviewing, or selection process for any administrative position to be filled in the District other than the position of Superintendent of Schools.

Orientation

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

Supervision

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

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2400 Administrative Personnel (Central Office and Building Level)

2400-2

Time Schedules

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

Temporary Administrators

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

Travel Expense

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

Approved: May 4, 2009

LEGAL REF: MCL 38.91

Section 2000 – General School Administration

2430 Administrative Evaluation

2430

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance at least annually while providing timely and constructive feedback;
- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth;
- C. Evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor. For these purposes, student growth shall be measured by national, state, or local assessments and other objective criteria;
- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 1. The effectiveness of school administrators, so that they are given ample opportunities for improvement;
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development;
 3. Whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures; and
 4. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

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2430 Administrative Evaluation

2430-2

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Approved: June 13, 2011
LEGAL REF: M.C.L.A. 380.1249

Section 2000 – General School Administration

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

2450

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

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

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

Civil Rights Coordinator
Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
616-892-5570

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

2450-2

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

Civil Rights Coordinator
Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
616-892-5570

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

The Vice-President of the Board of Education
Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
616-892-5570

In the event the complaint is against the Civil Rights Coordinator, the complaint should be directed to:

Superintendent of Schools
Allendale Public Schools
6561 Lake Michigan Dr.
Allendale, MI 49401
616-892-5570

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include school District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights

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

2450-3

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

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

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

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

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

Approved: May 4, 2009
LEGAL REF: Included in Text

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2550 Handbooks and Other Publications

2550

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

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

Approved: May 4, 2009

Section 2000 – General School Administration

2700 Policy Implementation

2700

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

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

Approved: May 4, 2009

Section 2000 – General School Administration

2750 Administrative Rules (Cf. 1570)

2750

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

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

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

Rules Implementation

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

Administration in Policy Absence

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

Approved: May 4, 2009
LEGAL REF: MCL 380.11a

Section 2000 – General School Administration

2760 Indemnification - Board Members and Others

2760

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

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

Approved: May 4, 2009
LEGAL REF: MCL 691.1408

Section 2000 – General School Administration

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

2780

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

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

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

Each building shall have a plan for handling medical emergencies.

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

2780-2

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

Self-Administration/Self-Possession of Medications

The following definition of “self-administration/self-possession” is adopted for use in this District: “Self-administration” means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

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

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

2780-3

A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

Diabetic Emergencies

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

Management of Students with Asthma in the School Setting

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education, will be distributed to all staff and shall be posted on appropriate bulletin Boards in school buildings.

Exercise Induced Asthma Attacks

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staffs who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

The Superintendent will promulgate rules and guidelines to implement this provision.

Section 2000 – General School Administration

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

2780-4

School Staff Training

All individuals designated or authorized to administer medication are required to receive in-service training on all District policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

Storage and Access to Medications

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

Record Keeping of Medications

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

Approved: May 4, 2009

LEGAL REF: MCL 380.1178; MCL380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

Section 2000 – General School Administration

2790 School Safety Information Policy Implementation

2790

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

Incidents to be Reported

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

Michigan Statewide Unsafe School Choice Policy

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

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

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

Section 2000 – General School Administration

2790 School Safety Information Policy Implementation

2790-2

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

Community Meetings

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

Approved: May 4, 2009
LEGAL REF: MCL 380.1308; NCLB

Section 2000 – General School Administration

2800 Records

2800

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

Approved: May 4, 2009

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

Section 2000 – General School Administration

2810 Public Review and Inspection of Records

2810

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

Fees

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first \$20.00 of fees incurred in a school fiscal year.

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

Appeals

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

Approved: May 4, 2009

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

Section 2000 – General School Administration

2850 Reports

2850

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

Types

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

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

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

Dissemination

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

Approved: May 4, 2009