

**2000—GENERAL SCHOOL ADMINISTRATION**

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## **Section 2000 – General School Administration**

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 16, 2011

## **Section 2000 – General School Administration**

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 words “Superintendent,” or “Principal” appear 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 or other administrators of the responsibility of the actions of such designated representatives.

Approved: May 16, 2011  
LEGAL REF: MCL 380.11a

## **Section 2000 – General School Administration**

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 16, 2011

## Section 2000 – General School Administration

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),
- A current voluntary Michigan School Administrator's Certificate valid for the position of Superintendent of Schools is desirable,
- Acquired at least three years of successful experience in teaching and in the administration of schools, and
- Established him/herself as an educational leader in the profession through active participation in a variety of areas.

Approved: May 16, 2011

LEGAL REF: MCL 380.1229; 380.1246; 380.1536

## Section 2000 – General School Administration

### 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. Put into practice the educational policies of the Board,
6. Supervise and direct the work of the teachers and other employees of the Board,
7. Classify and control the promotion/retention of students,
8. Recommend to the Board the best methods of arranging the courses of study,
9. Recommend to the Board the proper textbooks to be used,
10. Make written reports to the Board,
11. Make written reports to the state,
12. Assist the Board in matters pertaining to the general welfare of the District,
13. 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 16, 2011

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246



## **Section 2000 – General School Administration**

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 display the ability to carry out the duties of the Superintendent successfully.

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

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

Approved: May 16, 2011  
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 March 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 16, 2011

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

## **Section 2000 – General School Administration**

2150 Compensation and Benefits

2150

Compensation and benefits of the Superintendent shall be determined annually 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 16, 2011  
LEGAL REF: MCL 380.1250

## **Section 2000 – General School Administration**

2170 Professional Development Opportunities-Superintendent

2170

The Board shall offer the Superintendent encouragement and assistance for his/her professional development, as the budget allows. The Board shall encourage him/her to attend educational conferences, seminars, workshops and other professional meetings, visit other school systems, and use other means to keep abreast of modern educational thought and practice.

Approved: May 16, 2011

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

## **Section 2000 – General School Administration**

2170-R Professional Development Opportunities

2170-R

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

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

## **Section 2000 – General School Administration**

2200 Consulting Activities (Cf. 5645)

2200

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

Approved: May 16, 2011

## **Section 2000 – General School Administration**

### **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.

## Section 2000 – General School Administration

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 16, 2011

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)



## **Section 2000 – General School Administration**

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 16, 2011

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. School Principals, assistant Principals, and other administrators whose primary responsibility is administering instructional programs, shall possess or be working towards a Michigan Administrator's Certificate for their assignment.

### Recruitment and Selection of Administrators

It is the intent of the Board to honor, in most instances, the recommendations of the Superintendent regarding administrators to be hired and contracted by the Board. However, the Board reserves the option to proceed on its own in such matters should it so desire.

Upon motion and majority vote of the Board, up to three (3) Board members may be appointed by the Board to participate in the interview, screening, and/or selection process for new administrators being considered for employment in the District.

### Assignment

Assignment of administrative personnel shall be recommended by the Superintendent subject to review of the Board. Should a majority of the Board decide to override the decisions or recommendations of the Superintendent regarding administrative assignments within the District, the reasons therefore shall be transmitted to the Superintendent in writing.

## **Section 2000 – General School Administration**

2400 Administrative Personnel (Central Office and Building Level)

2400-2

### Orientation

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

### Supervision

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

### Time Schedules

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

### Temporary Administrators

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

### Personnel

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

### Travel Expense

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

Approved: May 16, 2011  
LEGAL REF: MCL 38.91; 380.1536

## **Section 2000 – General School Administration**

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

2400-R

### Recruitment and Screening

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

Board members will not participate, normally, in the recruitment or screening of administrative candidates. However, upon motion and majority vote of the Board, a number of Board members amounting to one less than a simple majority of the Board may be appointed by the Board to participate in the interview and screening process for new teachers and administrators being considered for employment in the District.

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

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

### Compensation Guides and Contracts

Administrative contracts will be reviewed no later than March. The term of each administrative contract will be determined by the Board in accord with law.

## **Section 2000 – General School Administration**

2430 Administrator Evaluation (Cf. 2250, 5520)

2430

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

Approved: May 16, 2011

LEGAL REF: MCL 15.231-244; 15.268; 380.1229

## 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.

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

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

The Administrator in Charge of Special Education  
Climax-Scotts Community Schools  
372 S. Main St.  
Climax, MI 49034  
Phone: (269) 746-2400

## **Section 2000 – General School Administration**

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:

The Superintendent of Schools  
Climax-Scotts Community Schools  
372 S. Main St.  
Climax, MI 49034  
Phone: (269) 746-2400

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  
Climax-Scotts Community Schools  
372 S. Main St.  
Climax, MI 49034  
Phone: (269) 746-2400

All other inquiries related to discrimination should be directed to:

Superintendent of Schools  
Climax-Scotts Community Schools  
372 S. Main St.  
Climax, MI 49034  
Phone: (269) 746-2400

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.

## **Section 2000 – General School Administration**

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

2450-3

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

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

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

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, 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 16, 2011  
LEGAL REF: Included in Text



## **Section 2000 – General School Administration**

2550 Handbooks and Other Publications

2550

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

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

Approved: May 16, 2011

## **Section 2000 – General School Administration**

2560 Consultants (Cf. 1220)

2560

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

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

All consultants shall be hired based on a written contract.

Approved: May 16, 2011

## **Section 2000 – General School Administration**

2590 Professional Development Opportunities-Administrators  
(Cf. 2170, 5190, 5330)

2590

Administrators of the District shall make every effort to stay abreast of the latest developments in their respective fields. The Board may require or otherwise encourage administrators to attend summer sessions, conferences, workshops, or other activities, which will directly benefit the District's schools. Expenses of registration fees, room and board, travel and other incidental expenses will be paid by the District to attend state, national and local meetings approved by the Superintendent in accordance with money budgeted for this purpose, to attend periodic in-service workshops sponsored by the District, to improve skills in personnel management, supervision and improvement of instruction, public relations and other aspects of school management.

Approved: May 16, 2011  
LEGAL REF: MCL 380.1525

## **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 16, 2011

## **Section 2000 – General School Administration**

2750 Administrative Rules (Cf. 1570)

2750

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

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

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

### Staff Involvement

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

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

### Community Involvement

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

## Section 2000 – General School Administration

2750 Administrative Rules (Cf. 1570)

2750-2

### Student Involvement

The Superintendent is encouraged to include students in the formulation of administrative rules affecting students.

### 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.

### Rules Dissemination

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

### Administration in Policy Absence

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 16, 2011  
LEGAL REF: MCL 380.11a

## Section 2000 – General School Administration

2750-R Administrative Rules (Cf. 1570)

2750-R

No administrative rule shall be in conflict with Board policy.

### Rules Drafting

All proposed rules/regulations or procedures may be submitted to the Board's attorney for a legal interpretation before being submitted to the Board for review.

### Staff Involvement

The Superintendent and Principals may appoint committees for such functions as are not being performed by existing groups or persons at their own discretion.

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

### Student Involvement

The use of student input in the formation of policies and rules shall be restricted to areas pertaining to attendance center administration, to the extent desirable by the school District's administration. Students may be appointed to work on committees.

### Administration in Policy Absence

In the event the Superintendent is forced to act in the absence of regular Board policy or guidelines and feels that policy is needed, he/she may draft a proposed Board policy, together with appropriate rules, to be presented to the Board at its next meeting for its consideration.

### Considerations

In the development of administrative rules, regulations, and/or procedures, the administrator in charge shall consider the following areas:

- A. The Board's expectations and concerns.

## Section 2000 – General School Administration

2750-R Administrative Rules (Cf. 1570)

2750-R-2

Have measurable outcomes been decided upon by the Board and/or Superintendent?

Have the concerns of individual Board members been addressed?

### B. Legal Review

Has there been a review of the *Revised School Code*, the *Laws Relating to Education* and attorney general opinions relative to the policy topic? Has there been a review of any U.S. court or Michigan court decisions relative to the policy topic?

### C. Operational Activities

There shall be consideration given to any staffing, fiscal, notification and in-service/orientation implications relative to the administrative procedures and implementation of the policy.

### D. Time Frames

There shall be consideration given to the effective date of any policy implementation activities. Those time frames may include: effective date, review dates, a date that the policy or procedures may end.

### E. Board Review

There shall be time for the administrative staff to review with the Board the administrative procedures when the topic warrants. Such discussion would override: problem areas, handling complaints, review of measurable outcomes and anticipated review dates.

### F. Reporting

Prior to any review of the Board's policy or a review of the administrative procedures, the administrative staff shall meet and discuss the policy relative to recommendations (stay the same, amend, or delete), the administrative procedures (meeting the outcomes and/or amending); and future policy and procedure oversight activities.



## **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 while in the course of employment, or serving on the Board, and
- Within the scope of his/her authority.

Approved: May 16, 2011  
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.

## **Section 2000 – General School Administration**

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

## **Section 2000 – General School Administration**

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

2780-3

### 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, coaches, playground aides, bus drivers 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 16, 2011

LEGAL REF: MCL 380.1178; MCL 380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

## Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R

The following administrative rules are to be followed by District personnel in the implementation of Policy 2780. These rules and procedures may not be changed or amended without the express approval of the Superintendent of Schools.

### School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

- a. The parent(s)/guardian(s), who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and authorize District personnel to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:
  - Name of the pupil,
  - Name of the medication,
  - Dosage of the medication,
  - Route of administration,
  - Time the medication is to be administered, and
  - The length of time (not to exceed the current school year) that medications are to be administered.

Any “biohazardous” wastes produced shall be disposed of in accordance with law, and the written instructions distributed by the administration.

New parent(s)/guardian(s) and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

## **Section 2000 – General School Administration**

2780-R Administration of Medications by School Personnel

2780-R-2

### Storage and access to medications in school

Prescription medication to be given at school must be delivered, by the parent(s)/guardian(s), in a container as prepared by a pharmacy, physician, or pharmaceutical company with a printed label specifying:

- a. The child's full name,
- b. The name of the medication and the dosage,
- c. The time of day medication should be administered, and
- d. The name of the physician.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed. Only limited quantities of a prescription medication may be kept at school, and the parent(s)/guardian(s) shall be solely responsible for any and all prescription refills. All prescription medication shall be kept in locked storage or other safe place.

The Principal of each building shall designate the school personnel authorized to administer medication to students.

A building administrator may set a reasonable designated time for the administration of medications. The parent(s)/guardian(s) shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

## **Section 2000 – General School Administration**

### **2780-R Administration of Medications by School Personnel**

2780-R-3

Except in the case of an emergency that threatens the life or well being of the student, all administration of medication shall be conducted in the presence of two or more adults. When necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

#### **Staff Training**

In-service training is recommended to include actual "hands-on" practice in identifying and dispensing medications. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional. Documentation that school personnel have completed the required in-service training shall be maintained by the school and made available, upon request, to a pupil's parent(s)/guardian(s), physician, licensed registered professional nurse, or by a school District official.

#### **Training Guidelines**

Training for all individuals who are designated to administer medications to pupils in local and intermediate school Districts, must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.



## Section 2000 – General School Administration

### 2780-R Administration of Medications by School Personnel

2780-R-4

2. A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, individuals designated to administer medications (i.e., Secretaries, aides, teachers, bus drivers, parent(s)/guardian(s)), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the administration of medications in schools.
4. Safe storage and handling of medications in school including procedures for receiving and disposing of medications.
5. The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects.
6. Procedures for safely dispensing medications to pupils in schools, on field trips, and other off-site school activities.
7. Practice in identifying and dispensing medications to pupils.
8. Policies and procedures related to pupil self-administration and self-possession of medication in schools.
9. Review and practice recording administration of medications.
10. Review and discuss procedures for dealing with medication administration errors. It is the responsibility of the student to report to the appropriate school official at the time any prescription is to be taken.

#### Records

School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping. The medications log shall include the following:

- a. The full name of the student,
- b. The physician instructions for administration,

## Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

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- c. A log of the date and time, dosage, name of medication, administering adult, second adult present for each administration, and the signature of the administering adult and signature of witnessing adult for each administration. (If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log), and
- d. Any noted effects of, or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the building administrator shall be contacted immediately. The building administrator is responsible for reporting the medication error to the pupil's parent(s)/guardian(s) immediately. It is advised that the building administrator also contact the physician so that he/she may indicate to the parent(s)/guardian(s) that staff members are conducting the appropriate medical follow up. The school staff member shall write up the error on a District incident/accident report form and place a copy into the pupil's school record. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent(s)/guardian(s) immediately.

Medications should be brought to the school by the student's parent(s)/guardian(s). School personnel, appropriately trained, shall, throughout the school year, periodically review medication instructions on file and inventory medications being stored by the school. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

Parent(s)/Guardian(s) request/permission and a physician's instructions for administration of medications shall be renewed every school year. No changes to medication dosage or time of administration will be made except by instruction from a physician.

## **Section 2000 – General School Administration**

2780-R Administration of Medications by School Personnel

2780-R-6

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent(s)/guardian(s).

### School Administration of Medications – Non-prescription

The procedures for administering non-prescription medications to students by the District shall be identical to those for prescription medications.

### Student Self-Administration of Emergency Medications

Upon the written request of the parent(s)/guardian(s), and with directions supplied by the physician, and with the approval of the school administration, students may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing. All approved self-possessed medications must be labeled and prepared by a pharmacy and include the dosage and frequency of administration.

Any “biohazardous” wastes produced by the student in the process of self-administration are to be carried back to the home by the student for proper disposal by the student/parent(s)/guardian(s).

All necessary written permission forms and physician’s directions detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

## **Section 2000 – General School Administration**

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2780-R-7

### Assisting a Student in Distress

Each building shall have a plan for handling medical emergencies.

Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

### 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 also, 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

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, pesticides, molds and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

## **Section 2000 – General School Administration**

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Staff with asthmatic students should know the signs of possible side effects of asthma medications, and, also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's web site at <http://www.state.mi.us/mde>.

The "School - Based Asthma Management Plan" form and "School-Based Diabetes Management Plan" form below are to be used in all building sites. The form may be identified with the name of the individual school if desired.

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2780-R-9

This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED ASTHMA MANAGEMENT PLAN**

Endorsed by the Michigan Asthma Steering Committee of the Michigan Department of Community Health

**STUDENT INFORMATION**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Room Teacher: \_\_\_\_\_

Physical Education Days and Times: \_\_\_\_\_

**EMERGENCY INFORMATION**

**TO BE COMPLETED BY THE CHILD'S PARENT(S)/GUARDIAN(S):**

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_

First Priority Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_

Second Priority Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TO BE COMPLETED BY THE CHILD'S DOCTOR:**

**WHAT TO DO IN AN ACUTE ASTHMA EPISODE:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**CALL 911 OR AN AMBULANCE IF:** Review attached "Signs of an Asthma Emergency and list any additional symptoms the child may present with:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Daily Management Plan – To be completed by the child's doctor.

OVER FOR DAILY MANAGEMENT PLAN

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2780-R-10

Child's Name: \_\_\_\_\_

Be aware of the following asthma triggers:

\_\_\_\_\_

Severe Allergies: \_\_\_\_\_

**MEDICATIONS TO BE GIVEN AT SCHOOL:**

NAME OF MEDICINE	DOSAGE	WHEN TO USE

Side effects to be reported to health care provider: \_\_\_\_\_

\_\_\_\_\_

Does this child have exercise-induced asthma? Yes \_\_\_\_\_ No \_\_\_\_\_

This child uses an inhaler before engaging in physical exercise and if wheezing during physical activity.

Yes \_\_\_\_\_ No \_\_\_\_\_

Activity Restrictions (e.g., staying indoors for recess, limited activity during physical education):

\_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have instructed this child in the proper way to use his/her inhaled medications. It is my professional opinion that this child should be allowed to carry and use that medication by him/herself.

\_\_\_\_\_ It is my professional opinion that this child should not carry his/her inhaled medications or epi-pen by him/herself.

\_\_\_\_\_ Please contact my office for instructions in the use of this nebulizer, metered-dose inhaler, and/or epi-pen.

\_\_\_\_\_ I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: \_\_\_\_\_.

Doctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# Signs of Asthma Emergency

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

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

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

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

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



# **SIGNS OF A DIABETIC EMERGENCY**

## **LOW BLOOD SUGAR (HYPOGLYCEMIA)**

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

### **SIGNS:**

FAINTNESS/WOOZINESS/SHAKINESS

FATIGUE

SWEATING

DIZZINESS/WEAKNESS

PALE SKIN/CLAMMY SKIN

INAPPROPRIATE ACTIONS/CONFUSION

IRRITABILITY/MOOD CHANGES/CRANKINESS

DIFFICULTY FOLLOWING INSTRUCTIONS

COMBATIVENESS

INCOHERENT SPEECH

UNCONSCIOUSNESS

### **SYMPTOMS**

MUSCLE CRAMPING

HUNGER

NERVOUSNESS

STOMACHACHE

BLURRED VISION/HEADACHE

CONVULSIONS

## **HIGH BLOOD SUGAR (HYPERGLYCEMIA)**

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

### **SIGNS AND SYMPTOMS:**

EXCESSIVE THIRST AND FREQUENT URINATION

BLURRED VISION

DROWSINESS/FATIGUE

ABDOMINAL PAIN

NAUSEA

VOMITING

LABORED BREATHING AND

FRUITY SMELLING BREATH

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

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

The Management of Students with Diabetes in Schools Workgroup

**Section 2000 – General School Administration**

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2780-R-13

**Sample Permission Form for Prescribed Medication**

School: \_\_\_\_\_ Date form received by the school: \_\_\_\_\_

Student: \_\_\_\_\_ Date of Birth or age: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

**To be completed by the physician or authorized prescriber**

Name of medication: \_\_\_\_\_

Reason for medication (Optional) \_\_\_\_\_

Form of medication/treatment:

- Tablet/capsule
- Liquid Inhaler
- Injection
- Nebulizer
- Other \_\_\_\_\_

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

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

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

Special storage requirements:  None       Refrigerate

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

This student may carry this medication:  No       Yes

Please indicate if you have provided additional information:  
 On the back side of this form       As an attachment

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

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

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

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School: \_\_\_\_\_ This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED CARE PLAN for the STUDENT with DIABETES**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Secondary Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager/Cell: \_\_\_\_\_

**SYMPTOMS SPECIFIC TO STUDENT**

Low blood sugar

High blood sugar

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

---

**TO BE COMPLETED BY PHYSICIAN**

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

- May self test?
- Blood glucose testing Daily at \_\_\_\_\_
- Blood glucose testing as need per symptoms
- Target glucose range \_\_\_\_\_
- Low blood sugar range \_\_\_\_\_
- Intervention \_\_\_\_\_
- High blood sugar range \_\_\_\_\_
- Intervention \_\_\_\_\_
- Administer Glucagon For following symptoms \_\_\_\_\_
- Insulin administration See attached schedule
- Snack Daily at \_\_\_\_\_
- Snack As needed

Training for the above procedures will be provided by: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

# Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-15

## MEDICATION ADMINISTRATION DAILY LOG

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

Date of Birth: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_ Name of School: \_\_\_\_\_ Name of Medication: \_\_\_\_\_

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

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

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

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

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

## Section 2000 – General School Administration

### Resources for Staff Training

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

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

**Section 2000 – General School Administration**

TRAINING CHECKLIST

Date(s) of Training: \_\_\_\_\_

Trainer(s) Name and Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names and job titles of individuals attending the training: \_\_\_ attached

Content and Skills Taught to Training Participants Shall Include:

- \_\_\_ Review of Michigan laws governing the administration of medications to pupils in schools.
- \_\_\_ Discussion of local school policies and procedures relating to the administration of medications to pupils in schools.
- \_\_\_ Safe storage and handling of medications in schools.
- \_\_\_ Uses, effects, and routes of administration of most commonly prescribed medications for pupils in schools.
- \_\_\_ Safe dispensing procedures for medications in schools, including procedures for field trips and other off-site school activities.
- \_\_\_ Review of local school policies and procedures related to pupil self-administration and self-possession of medications.
- \_\_\_ Recording procedures for medications administered in schools.
- \_\_\_ Procedures for dealing with medication administration errors.
- \_\_\_ Opportunity for participants to ask questions regarding administration of medications to pupils in schools.

Signature of Trainer: \_\_\_\_\_

School District: \_\_\_\_\_

Date of Training: \_\_\_\_\_

## **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 enforcement<sup>1</sup>, prosecutors, and courts relative to any matters concerning school crime and violence in the Climax-Scotts Community Schools 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.

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<sup>1</sup> 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 16, 2011  
LEGAL REF: MCL 380.1308; NCLB



## Section 2000 – General School Administration

2800 District Records (Cf. 1600)

2800

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

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

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

Approved: May 16, 2011

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

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

## Section 2000 – General School Administration

### 2810 Public Review and Inspection of Records

2810

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

#### Fees

The Superintendent shall charge a fee to cover actual costs of providing access to and/or copies of public records in accord with law, except that disclosure to any of the following person(s) is in the public interest and shall be exempt from the first \$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 16, 2011

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

## **Section 2000 – General School Administration**

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

2810-R

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

### Routine Inquiries

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

### Requests

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

### Denials

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

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

## Section 2000 – General School Administration

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

2810-R-2

### Subscriptions

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

### Delays

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

### Appeals

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

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

### Fees

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

## Section 2000 – General School Administration

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

2810-R-3

- a) Photocopying charges of seven cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources,
- b) Actual mailing costs,
- c) Labor costs incurred in duplication and mailing assessed at the hourly wage of the lowest paid employee of the District capable of retrieving, copying, and mailing the information necessary to comply with the request,
- d) Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee of the District capable of complying with the request. Such labor fees shall be charged only when the request requires more than \$50 of labor. In such cases, the coordinator shall identify the nature of this unreasonably high labor cost.

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

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

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

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

## **Section 2000 – General School Administration**

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

2810-R-4

### Safety of Records

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

### Computer Records

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

### Record Listings

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

## Section 2000 – General School Administration

2850 Reports

2850

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

### Types

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

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

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

### Dissemination

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

Approved: May 16, 2011