

# Agenda of Regular Meeting

## The Board of Trustees Van Buren ISD

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A Regular meeting of the Board of Trustees of Van Buren ISD will be held April 12, 2023, beginning at 4:00 PM in the Van Buren Conference Center  
490 S Paw Paw Street  
Lawrence, MI 49064.

Van Buren ISD is in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at [dmanson@vbisd.org](mailto:dmanson@vbisd.org).

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

### I. REGULAR MEETING

A. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **March 8, 2023**, at the Conference Center and called to order at **4:00 PM**. The following members were present: Faul, Makay, Weiss, Kent, and Middaugh.

Weiss moved to approve the draft agenda for February 1, 2023, as presented. Supported by Faul. Roll call vote. Makay – yes, Kent – yes, Faul – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Kent moved to approve the Consent Agenda (*February 1, 2023 minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Makay. Roll call vote: Kent – yes, Faul – yes, Makay – yes, Weiss – yes. and Middaugh – yes. Motion carried.

Makay moved to approve the Board/Superintendent Travel for February. Supported by Faul. Roll call vote. Faul – yes, Weiss – yes, Kent – yes, Makay – yes, and Middaugh – yes. Motion carried.

Jeff Mills, SET-SEG Representative presented the 2023 Education in Excellence Awards to Zenia Gutierrez along with a \$3000 check to the District. Department updates along with the superintendent's update were presented to the Board.

Faul moved to approve the following resolution:

**RESOLVED**, that the Van Buren Intermediate School District Board of Education moves to approve the appointment of **Aaron Wittorp** to fill the vacancy board seat for the Covert Public Schools Board of Education for the remainder of the term expiring November 2026.

Supported by Makay. Roll call vote. Kent – yes, Weiss – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the following resolution:

**RESOLVED**, that the general appropriations for the General, Special Education, and Career Technical Education Funds of the Van Buren Intermediate School District for the 2022-23 school year are amended as shown in Attachments 2-4.

Supported by Kent. Roll call vote. Faul – yes, Weiss – yes, Makay- yes, Kent – yes, and Middaugh – yes. Motion carried.

Kent moved to approve the following resolution:

**RESOLVED**, that the Board of Education approve up to 29 hours of professional development to count as hours of pupil instruction for the 2023-2024 school year.

Supported by Faul. Roll call vote. Weiss – yes, Faul – yes, Makay – yes, Kent – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the 2023 pay rates for Migrant Summer School and Instructional Staff as follows:

**2023 Summer Migrant Education Hourly Pay Rates  
Migrant 2023 Instructional Staff Pay Rates**

Position	Hourly Rate	Longevity Stipend
Lead Teacher	\$38	*\$50-\$100 per year of service in the VBISD Migrant Program
Teacher/Counselor	\$35	*\$50-\$100 per year of service in the VBISD Migrant Program
HQ Parapro w/ETS,60 credit hours, or grandfathered in with work keys	\$16	*\$50-\$100 per year of service in the VBISD Migrant Program
HQ Parapro with a Bachelor's degree, Certified Lifeguard & Home Outreach Staff	\$18	*\$50-\$100 per year of service in the VBISD Migrant Program

*\*Longevity stipend will be based on what the Summer Migrant Grant can support and capped at 10 years of service. Instructional staff cannot miss more than 2 days to be eligible for a stipend. Part-time staff members are not eligible for the stipend*

**Migrant 2023 Misc. Staff Pay Rates**

- Certified Medical Assistants, Nurse assistants, or Nurses (LPN/RN) will receive \$18-\$35 based on certifications, licenses, and years of experience
- Lead Recruiter, Recruiters, and Parent Involvement lead \$17-25.00 per hour

Tiers	Clerical Summer Staff	Custodial Summer Staff
I	\$14.25	\$14.25
II	\$15.00	\$14.75
III	\$15.75	\$15.25
IV	\$16.50	\$15.75
V	\$17.25	\$16.00
VI	\$18.00	\$16.50
VII	\$18.75	\$17.25

**\*Tiers are every three years of experience at the Migrant Director's discretion\***

- Bus Driver & Bus Attendant hourly pay rates for 2023 will be the same as the VBISD pay scale for the bus driver and bus attendant rates. Bus Drivers from other districts that work for the Summer Migrant Program will be rewarded for their years of experience on the VBISD transportation pay scale for the 2023 Summer Migrant Program. Bus drivers/Bus Aides are guaranteed 2.5 hours per run.
- Bus Drivers or aides cannot miss more than two days to be eligible for the stipend, including the last week of the program. Bus Drivers will receive anywhere from a \$750-\$1000 stipend and Bus Aides will receive a \$375-\$500 Stipend. Part-time staff are not eligible for the stipend.
- \$2,000 stipend for a staff member to take lead on routing bus stops for the summer migrant program and communicating with bus drivers  
\*Stipends are contingent on the grant allocation

Supported by Weiss. Roll call vote. Makay – yes, Weiss – yes, Kent – yes, Faul – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the following resolution:

**RESOLVED**, that the Board of Education approve the following policies as presented for first reading:

<i>Policy 0144.1</i>	<i>Compensation</i>
<i>Policy 6108</i>	<i>Authorization to Use Electronic Fund Transfers - New</i>
<i>Policy 6460</i>	<i>Vendor Relations</i>
<i>Policy 6700</i>	<i>Fair Labor Standards Act (FSLA)</i>
<i>Policy 7440.01</i>	<i>Small Unmanned Aircraft Systems</i>
<i>Policy 9150</i>	<i>School Visitors</i>

Supported by Faul – yes, Makay – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Kent moved to approve the following resolution:

**RESOLVED**, that the Board of Education approve the employment of Susan Reynolds as the Special Education Administrator of Program Accountability effective 04/10/23 at an annual salary of \$106,500.

Supported by Makay. Voice vote. Motion carried.

Kent moved to approve the following resolution as follow:

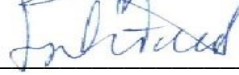
**RESOLVED**, that the Board of Education accept the resignation and retirements of the staff listed below:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Cheri Reeves, School Psychologist	Retirement - 7/1/2023
Wendy Minor, Special Ed. Administrator of Program Accountability	Retirement - 6/30/2023
Sara Way, School Nurse	Resignation - 3/15/2023
Shelby Myrkle, School Nurse	Resignation - 3/10/2023
Ruth Koenes, School Psychologist	Retirement - 6/13/2023
Wendy Pierce, School Social Worker	Retirement - 6/30/2023

Supported by Weiss. Voice vote. Motion carried.

Motion by Kent to adjourn the meeting. Supported by Weiss. Voice vote. Motion carried. Meeting adjourned at **5:32 PM**.

Respectfully submitted,



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Van Buren Intermediate School District  
Board of Education, Lawrence, Michigan

**CONFERENCE ATTENDANCE**  
Superintendent/Board of Education  
**March 8, 2023**

*Pre-Approval*

NAME	DATES	LOCATION	ESTIMATED COST
Kenneth Kent	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$594.00</b>

*Post Approval*

NAME	DATES	LOCATION	COST
Karen Makay	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$693.00</b>
John Weiss	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$297.00</b>
Kenneth Kent	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$594.00</b>

**GENERAL FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<b>REVENUES</b>					
<i>Local Sources</i>	\$1,104,581	\$883,605	\$1,078,896	\$983,370	\$942,176
<i>Non-Educational Entity Sources</i>	4,967	3,867		1,985	1,847
<i>State Sources</i>	6,075,509	6,673,894	7,603,249	7,278,605	9,009,855
<i>Federal Sources</i>	2,696,021	2,452,713	2,472,531	3,083,616	2,972,224
<i>Incoming Transfers and Other Transactions</i>	859,353	1,153,209	2,187,199	2,021,300	2,504,417
<b>TOTAL REVENUES</b>	<b>10,740,431</b>	<b>11,167,288</b>	<b>13,341,875</b>	<b>13,368,876</b>	<b>15,430,519</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Basic Program</i>	1,271,293	1,584,614	1,772,479	1,769,463	2,088,733
<i>Added Needs</i>	1,089,505	1,054,733	1,032,915	1,163,534	1,320,583
<i>Adult Continuing Education</i>	57,461	46,960	85,109	80,887	87,231
<i>Supporting Services</i>					
<i>Pupil</i>	1,464,310	1,863,622	2,590,413	3,145,828	3,168,667
<i>Instructional Staff</i>	2,697,846	2,461,084	2,845,348	3,053,139	3,528,893
<i>General Administration</i>	462,305	595,393	609,029	491,503	503,899
<i>School Administraton</i>	13,000	15,000	19,200	19,200	20,400
<i>Business</i>	1,035,450	1,117,721	1,109,332	1,193,723	1,295,704
<i>Operations and Maintenance</i>	644,216	627,982	852,135	843,673	899,903
<i>Transportation</i>	149,754	92,406	262,339	262,003	366,554
<i>Central</i>	2,233,578	2,288,173	2,643,064	2,598,149	3,013,845
<i>Community Services</i>	321,592	279,582	267,133	435,299	392,180
<i>Facilities Construction and Improvements</i>	26,778	5,874	6,628	175,000	255,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	10,968	0
<i>Interest</i>	0	0	0	588	0
<i>Outgoing Transfers and Other Transactions</i>	1,273,491	832,990	738,751	744,020	660,796
<b>TOTAL EXPENDITURES</b>	<b>12,740,579</b>	<b>12,866,134</b>	<b>14,833,875</b>	<b>15,986,977</b>	<b>17,602,388</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(2,000,148)</b>	<b>(1,698,846)</b>	<b>(1,492,000)</b>	<b>(2,618,101)</b>	<b>(2,171,869)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	0	0	3,200	0	0
<i>Transfer In</i>	1,971,025	1,981,382	2,097,662	2,156,654	2,340,947
<i>Transfers out</i>	(120,363)	(50,549)	(90)	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,850,662</b>	<b>1,930,833</b>	<b>2,100,772</b>	<b>2,156,654</b>	<b>2,340,947</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(149,486)</b>	<b>231,987</b>	<b>608,772</b>	<b>(461,447)</b>	<b>169,078</b>
<b>FUND BALANCE, JULY 1</b>	<b>2,333,603 *</b>	<b>2,184,117</b>	<b>2,416,104</b>	<b>3,024,876</b>	<b>3,024,876</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$2,184,117</b>	<b>\$2,416,104</b>	<b>\$3,024,876</b>	<b>\$2,563,429</b>	<b>\$3,193,954</b>

\* Fund Balance restated due to adoption of GASB Statement 84

**SPECIAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<b>REVENUES</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<i>Local Sources</i>	\$15,232,511	\$19,530,523	\$19,947,851	\$20,682,929	\$20,749,456
<i>Non-Educational Entity Sources</i>	44,023	34,275	59,493	59,500	55,368
<i>State Sources</i>	10,009,961	10,075,818	11,423,746	11,666,751	13,611,712
<i>Federal Sources</i>	4,121,195	4,359,242	4,596,819	5,342,231	6,138,086
<i>Incoming Transfers and Other Transactions</i>	273,199	148,877	175,715	138,100	163,763
<b>TOTAL REVENUES</b>	<b>29,680,889</b>	<b>34,148,735</b>	<b>36,203,624</b>	<b>37,889,511</b>	<b>40,718,385</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	8,597,060	8,730,291	9,005,841	9,747,771	9,683,409
<i>Supporting Services</i>					
<i>Pupil</i>	10,230,460	10,640,089	11,719,318	12,683,576	13,886,563
<i>Instructional Staff</i>	3,152,973	3,060,063	2,968,805	3,265,180	3,378,482
<i>Business</i>	50,590	21,673	10,041	35,717	35,717
<i>Operations and Maintenance</i>	946,797	1,047,891	1,065,892	1,238,332	1,313,847
<i>Transportation</i>	2,322,619	2,767,310	2,681,437	2,883,753	3,260,278
<i>Central</i>	224,935	229,411	517,888	754,830	784,894
<i>Community Services</i>	25,762	31,212	36,749	32,475	71,060
<i>Facilities Construction and Improvements</i>	1,475,956	1,639,700	146,845	598,000	500,500
<i>Debt Service</i>					
<i>Principal</i>	0	0	120,336	150,145	102,483
<i>Interest</i>	0	0	0	17,853	15,300
<i>Outgoing Transfers and Other Transactions</i>	1,031,570	3,045,987	3,102,114	3,070,000	3,135,734
<b>TOTAL EXPENDITURES</b>	<b>28,058,722</b>	<b>31,213,627</b>	<b>31,375,266</b>	<b>34,477,632</b>	<b>36,168,267</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>1,622,167</b>	<b>2,935,108</b>	<b>4,828,358</b>	<b>3,411,879</b>	<b>4,550,118</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	10,440	4,400	15,050	0	0
<i>Proceeds from Long term Loan</i>	0	541,925	0	0	0
<i>Transfer In</i>	132,189	45,517	20,501	0	0
<i>Transfers out</i>	(1,088,825)	(1,105,161)	(2,488,579)	(2,559,514)	(2,643,807)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(946,196)</b>	<b>(513,319)</b>	<b>(2,453,028)</b>	<b>(2,559,514)</b>	<b>(2,643,807)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>675,971</b>	<b>2,421,789</b>	<b>2,375,330</b>	<b>852,365</b>	<b>1,906,311</b>
<b>FUND BALANCE, JULY 1</b>	<b>5,460,038 *</b>	<b>6,136,009</b>	<b>8,557,798</b>	<b>10,933,128</b>	<b>10,933,128</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$6,136,009</b>	<b>\$8,557,798</b>	<b>\$10,933,128</b>	<b>\$11,785,493</b>	<b>\$12,839,439</b>

\* Fund Balance restated for adoption of GASB Statement 84

**CAREER TECHNICAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<b>REVENUES</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2020-21</b>	<b>ACTUAL 2021-22</b>	<b>ORIGINAL BUDGET 2022-23</b>	<b>PROPOSED BUDGET 2022-23</b>
<i>Local Sources</i>	\$10,578,213	\$10,410,306	\$10,947,379	\$11,716,550	\$11,826,835
<i>Non-Educational Entity Sources</i>	33,020	25,709	35,102	35,102	32,668
<i>State Sources</i>	3,014,427	1,429,238	1,544,310	1,563,528	1,777,929
<i>Federal Sources</i>	146,527	145,652	203,016	167,316	210,985
<i>Incoming Transfers and Other Transactions</i>	322,567	308,172	445,189	455,000	455,000
<b>TOTAL REVENUES</b>	<b>14,094,754</b>	<b>12,319,077</b>	<b>13,174,996</b>	<b>13,937,496</b>	<b>14,303,417</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	5,754,198	6,173,079	6,450,169	7,964,068	7,763,859
<i>Supporting Services</i>					
<i>Pupil</i>	1,189,294	1,145,126	1,337,799	1,559,945	1,544,307
<i>Instructional Staff</i>	627,801	618,900	603,004	617,494	726,021
<i>School Administration</i>	592,239	589,782	663,868	688,489	684,489
<i>Business</i>	66,196	69,979	76,967	76,083	76,233
<i>Operations and Maintenance</i>	781,085	786,283	888,767	1,039,106	1,088,563
<i>Transportation</i>	4,518	1,888	4,891	18,884	18,884
<i>Central</i>	37,643	47,021	121,674	241,733	192,733
<i>Community Services</i>	34,807	8,629	2,585	3,850	3,850
<i>Facilities Construction and Improvements</i>	342,958	188,871	792,368	2,560,400	2,630,095
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	37,738	0
<i>Interest</i>	0	0	0	2,021	0
<i>Outgoing Transfers and Other Transactions</i>	1,599,680	666	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>11,030,419</b>	<b>9,630,224</b>	<b>10,942,092</b>	<b>14,809,811</b>	<b>14,729,034</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>3,064,335</b>	<b>2,688,853</b>	<b>2,232,904</b>	<b>(872,315)</b>	<b>(425,617)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	0	6,085	12,821	2,000	3,000
<i>Transfer In</i>	61,112	37,873	0	0	0
<i>Transfers out</i>	(2,866,763)	(2,695,803)	(1,100,892)	(875,000)	(975,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,805,651)</b>	<b>(2,651,845)</b>	<b>(1,088,071)</b>	<b>(873,000)</b>	<b>(972,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>258,684</b>	<b>37,008</b>	<b>1,144,833</b>	<b>(1,745,315)</b>	<b>(1,397,617)</b>
<b>FUND BALANCE, JULY 1</b>	<b>9,221,202 *</b>	<b>9,479,886</b>	<b>9,516,894</b>	<b>10,661,727</b>	<b>10,661,727</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$9,479,886</b>	<b>\$9,516,894</b>	<b>\$10,661,727</b>	<b>\$8,916,412</b>	<b>\$9,264,110</b>

\* Fund Balance Restated for Adoption of GASB Statement 84

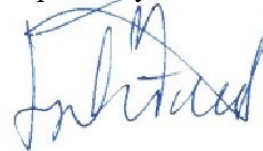
A Special Meeting of the Van Buren Intermediate School District Board of Education was held in person on **March 8, 2023** at the Van Buren Conference Center in Lawrence and called to order at 2:30 PM. Roll call of board members as follows: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Also present: Dave Manson, Superintendent VBISD, Covert School Board of Education members.

Makay moved to approve the Draft Agenda as presented. Supported by Faul. Roll Call Vote. Weis – uyes, Faul – yes, Makay – yes, Kent – yes, and Middaugh – yes. Motion carried.

The Van Buren Intermediate School Board conducted three (3) interviews for the vacancy on the Covert School District Board of Education.

Motion to adjourn by Weiss, Supported by Kent. Motion carried. Meeting adjourned at 3:53 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Faul", is written over a rectangular stamp area.

John Faul, Secretary  
Van Buren Intermediate Board  
Of Education, Lawrence, Michigan

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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**Van Buren Intermediate School District**  
**March 2023**

Imprest Fund Vouchers	\$	832,683.36
Payroll Fund Vouchers		3,792,060.63
Purchasing Card Vouchers		56,418.08
EDUSTAFF ACH Payments		9,965.10
	\$	4,691,127.17

**Budget-to-Expenditure Comparison 22-23**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,986,977	10,614,414	5,372,563	709,694
Special Education	37,037,146	19,794,726	17,242,420	6,439,919
Career Tech Education	15,684,811	7,951,147	7,733,664	3,158,928
Food Service	93,236	53	93,183	65,990
Capital Projects	0	2,027,544	N/A	(2,027,544)

**Cash Flow Summary**

	Ending Balance 1/31/2023	Cash Receipts	Cash Disbursements	Ending Balance 2/28/2023
General	1,398,787	2,795,917	1,071,139	3,123,565
Special Education	3,436,922	6,949,998	2,387,938	7,998,982
Career Tech Education	6,275,241	2,116,481	1,082,581	7,309,140
Student Activity Fund	29,479	0	0	29,479
Food Service	49,822	63	0	49,885
Capital Projects	2,643,369	0	206,667	2,436,702
	13,833,620	11,862,459	4,748,325 *	20,947,754

\* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD aCHounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01



**PAYROLL SUMMARY**  
**April 2023**

GENERAL	465,697.52
SPECIAL EDUCATION	949,393.15
VOCATIONAL EDUCATION	282,789.55
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 1,697,880.22

**IMPREST VOUCHER SUMMARY**  
**MAR 2023**

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	161,330.18		(8,704.56)	152,625.62
Special Education	1,343,471.27		1,738.68	1,345,209.95
Vocational Education	350,973.49		6,965.88	357,939.37
Capital Projects	434,567.87			434,567.87
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>2,290,342.81</b>	<b>0.00</b>	<b>0.00</b>	<b>2,290,342.81</b>

C. Board/Superintendent Travel (**ROLL CALL VOTE**)

17

**CONFERENCE ATTENDANCE**  
Superintendent/Board of Education  
**April 12, 2023**

***Pre-Approval***

<b>NAME</b>	<b>DATES</b>	<b>LOCATION</b>	<b>ESTIMATED COST</b>
Mary Ann Middaugh	April 27-29, 2023	MASB Spring Institute 2023 Lansing, MI	<b>\$150.00</b>
Kenneth Kent	April 27-29, 2023	MASB Spring Institute 2023 Lansing, MI	<b>\$700.00</b>
Karen Makay	April 27-29, 2023	MASB Spring Institute 2023 Lansing, MI	<b>\$700.00</b>

***Post Approval***

<b>NAME</b>	<b>DATES</b>	<b>LOCATION</b>	<b>COST</b>
Kenneth Kent	February 24-26, 2023	MASB Winter Institute 2023 Virtual Conference	<b>\$594.00</b>



## Upcoming Events - Key Dates

April, May & June 2023

4/3 to 4/7	Spring Break
4/9	Happy Easter
4/12	<b>**April Board Meeting</b> VB Tech PD Day - No Students
4/13	AM VB Tech PD Day - PM Students
4/18	VB Tech Advisory Committee Appreciation Dinner
4/25	VB Tech Job Fair
4/28	*Learning Center Prom, 5:00 to 7:00 pm
5/3	<b>**Tour of the Learning Center Renovation, 3 pm</b> <b>**May Board Meeting</b>
5/4	*PAC Awards Ceremony
5/8 to 5/12	Learning Center Annual Plant Sale, 7:30 - 4:30 pm
5/15 to 5/19	Learning Center Annual Plant Sale, 7:45 - 2:45 pm
5/15	<b>**Board Work Session - Michigan Maritime Museum 11a-3:30p</b>
5/18	*Learning Center Graduation <ul style="list-style-type: none"> <li>• Students that transferred to the CTC: 9 am</li> <li>• Learning Center students: 1 pm</li> </ul>
5/19	Special Education Department Professional Learning Day
5/25	*Maple Creek Graduation, Time TBD
5/29	Memorial Day

6/6 Last Student Day - Special Education Programs

6/7 **\*\*June Board Meeting**

KEY:

Informational only

\*Board attendance voluntary

**\*\*Board attendance requested**

E. Public Comments  
F. VBISD Highway Sign Presentation - 5 finalists

# VBISD Highway Sign

5 Final Designs

**Van Buren Intermediate  
School District**

490 S Paw Paw Street,  
Lawrence, Michigan 49064



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**Administration Offices**

**Bert Goens Learning Center**

**Van Buren Conference Center**

**Van Buren Tech**



**John H. Dominguez Jr  
Special Services Building**

## Van Buren Intermediate School District

- Bert Goens Learning Center
- John H. Dominguez Jr. Special Services Building
- Van Buren Tech
- Van Buren Conference Center
- Administration Offices



Respect | Integrity | Compassion | Excellence

490 S. Paw Paw Street,  
Lawrence, Michigan 49064

# **Van Buren Intermediate School District**

*John H. Dominguez Jr Special Services Building*

*Van Buren Conference Center*

*Bert Goens Learning Center*

*Administration Offices*

*Van Buren Tech*



**490 S Paw Paw Street, Lawrence, MI 49064**

***Respect Integrity Compassion Excellence***



Van Buren Intermediate School District

# VBISD

Respect • Integrity • Compassion • Excellence

**John H. Dominguez Jr Special Services Building**

**Van Buren Conference Center**

**Bert Goens Learning Center**

**Administration Offices**

**Van Buren Tech**

**490 S Paw Paw Street, Lawrence, Michigan 49064**

# Van Buren Intermediate School District

490 S Paw Paw Street, Lawrence,  
Michigan 49064



Bert Goens Learning Center | John H. Dominguez Jr  
Special Services Building | Van Buren Tech |  
Van Buren Conference Center | Administrations Offices

# VBISD

Respect • Integrity • Compassion • Excellence

II. INFORMATIONAL ITEMS

A. Board Updates

B. Superintendent Update

29

Date: April 12, 2023  
To: Board of Education  
From: David D. Manson, Superintendent  
Subject: Superintendent Update

**Community-based Transition Center - Construction Zone:**  
(Community Relations, Staff Relations, Business & Finance)

The building of Paw Paw Public Schools Early Childhood Center and the development of a neighboring housing complex has shed light on the need for streamlined solutions to multiple issues including county drive road repairs, sewer and power routing, sidewalk/crosswalk development and more. As a result, representatives from PPPS, VBISD, the County, the PP Township, the PP Village and the complex developer have been meeting to hash out what needs to be accomplished and who might be responsible for the costs associated with any of the projects.

**Fine Arts/Luc's Light:** (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)



Luc's Light, a youth music & arts foundation, has been teaming up with Red Arrow Ministries to provide teens in Southwest Michigan the tools and training to explore and develop their artistic talents and creative expression in a safe and supportive environment. These organizations have approached VBISD about the potential of creating a partnership that might make it easier for Van Buren County students to have access to the fine arts.

**Educational Hero Award:** (Governance & Board Relation, Community Relations, Staff Relations, Business & Finance)

During the VB Countywide Superintendent Meeting on March 17th, the superintendent group decided to move the Educational Hero Awards to the month of October or November. The justification for this change is due to the number of events taking place in April and/or May such as graduations, end of year celebrations and other award events.

**Conference Center Remodel Update:** (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance)

As outlined in my March Board Report, Tower Pinkster and C2AE have met with our conference center committee to gather input about remodeling. They will be creating proposals and estimates for the district to consider in the near future. In the meantime, we have moved ahead with altering the current 8 foot by 6 foot open cubicles in the business office. The change will include enclosing the cubicles and expanding them to 11 foot by 7 foot.



C. Department Updates  
1. Human Resources

32

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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** HUMAN RESOURCES UPDATE

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**HUMAN RESOURCES UPDATE - (Level of Professional Awareness, Communication Skills, Resourcefulness, Creativity, and Innovativeness, Professional Preparation, Decision Maker, Planner and Organizer.)**

I have just celebrated my one year anniversary here at VBISD! I just wanted to take a moment to thank you for all of the support and encouragement over the last year. I am extremely grateful to be part of an amazing team!

**TimeClock Plus Updates:**

On Friday, March 3, we completed our training for the pilot employees, managers and timekeepers and officially launched our pilot and testing for TimeClock Plus (TCP) beginning on Monday, March 6. The pilot team has been amazing with working with the new system, asking questions, providing feedback and overall extremely engaged. We couldn't do this change without them! Our go-live date to switch over from Workforce to TimeClock Plus is set to happen on Monday, April 24. Training for all employees will happen the week of April 17. This is a huge change that in one way or another will impact all employees, so we are doing everything we can to make this as easy as possible for all involved. Rhonda Plumley and Shawn Fitzgerald continue to be extremely instrumental in the weekly meetings with the consultant and continue completing all homework assignments to make sure the system is configured correctly. I would also like to give a shout out to Lukas Enciso for helping us once again with another system integration!

**SWMSBO Mid-Winter Conference:**

Kara Duffy, Jodi Sower and I had the opportunity to attend the SWMSBO Mid-Winter Conference at Western Michigan University on March 9. This was a great opportunity for us to attend different sessions related to our work and we each took away key information and updates.





# MEMO

**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION BOARD UPDATE

## 2023 8th GRADE VISITS (1,4,11,15,17,18,20)

On March 14-15, as part of its annual “8th Grade Invasion” event, Van Buren Tech hosted 8th grade students from all 15 of its partnering school districts throughout Van Buren, Cass, and Berrien counties. Structured like an exploratory vacation, students were given mock passports and could earn stamps by visiting and learning about each of VB Tech’s CTE programs. Students who obtained 5 or more stamps during their 1 hour visit were entered into a drawing for some college “swag” donated by our college partners, along with a Grand Prize at the end of the event. The week’s schedule was as follows:



1:  
Buren



Day  
Van  
Tech

welcomed Decatur, Bloomingdale,  
Dowagiac, South Haven, and Watervliet 8th Graders!

**Day 2 - Van Buren**

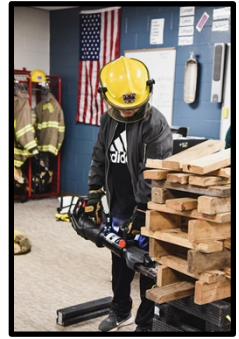


Tech welcomed Marcellus, Paw Paw, Trinity Lutheran, and Mattawan 8th Graders!

**Day 3 - Van Buren Tech welcomed Lawrence, Hartford, Maple Creek, Gobles, Cassopolis, Bangor, Bangor**



Career Academy, Covert, and Lawton 8th Graders!



## PRINCIPAL MEET & GREET (1,2,4,5,8,10,15,16,18,20)

Van Buren Tech hosted a special luncheon and meet & greet with local principals. The Culinary Arts & Catering Management program served a plated Mediterranean meal with hand-crafted chocolate covered strawberries and homemade cookies. After lunch, the principals took a tour of our high tech facilities and then participated in a speed educating event hosted by VBT students. Thank you to all of the principals who came out to support our students and for being a part of Van Buren Tech.



## STUDENTS USE FCCLA PROJECTS FOR A GOOD CAUSE (1,2,4,11,16,17,18,20)

Makala Latham and Justin Hemenway are both students in the Cadet Teacher Academy (CTA) program at Van Buren Tech. The CTA program at Van Buren Tech participates in Family, Career and Community Leaders of America (FCCLA), where students are challenged to develop ideas and projects that will make a difference in their communities by addressing important societal issues. Latham & Hemenway have created a nonprofit, called M.U.S.I.C., through FCCLA and their CTA program. They are raising money at their local high school in Decatur, MI for band instruments, repairs, and money to support students who would like to be in band but cannot afford it.



## ALLIED HEALTH BLOOD DRIVE (1,2,4,11,15,16,17,18,20)

Patients across Michigan need blood to win their battle with Cancer, Sickle Cell, and other blood related diseases. That's why the Allied Health program at Van Buren Tech hosted a blood drive to help save lives! Allied Health staff & students worked with Versiti Blood Centers and together they are making a difference in our communities. Thank you to the staff and students who participated and donated blood.



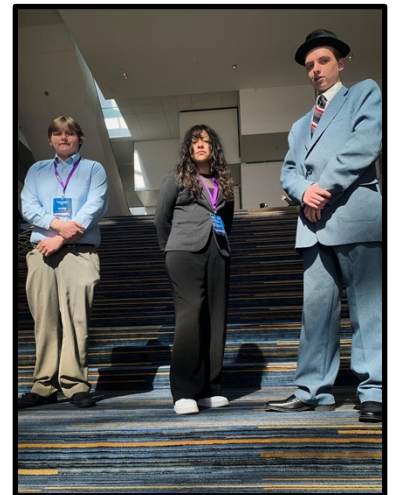
## WELDING PROGRAM SPECIAL GUEST SPEAKER (1,5,8,9,10,11,15,16,18)

Van Buren Tech's Welding program was honored to recently host Netflix's Metal Shop Masters contestant, Ivan Iler. Iler spent the day with the Welding program and inspired students by sharing his creative processes and his personal journey into welding. Van Buren Tech is preparing to host the MITES Regional Competition in May and the students were eager to share their current work with Iler. As students showcased their projects, Iler gave feedback, suggestions, and offered inspiration to motivate the students to keep pursuing this career of creativity with metals. Personal, dependable, and hard-working, Ivan is a true jack of all trades, and a master of many. He fuses his unique perspective and understanding of how things work with beautiful technique, and is truly able to bring anything that can be dreamed of to life.



## DECA'S 2023 STATE CAREER DEVELOPMENT CONFERENCE (1,4,8,9,11,15,17,19,20)

Van Buren Tech's Marketing, Sales, & Business program recently attended DECA's 2023 State Career Development Conference in Detroit, MI. "Michigan DECA is an association of high school students who are planning careers in marketing, finance, hospitality, and management. Michigan DECA has more than 8,000 members in 150 high school and area career centers across the state of Michigan." Three Van Buren Tech students from Hartford High School competed at the state conference: Jasmin Antonio Reyes- Apparel & Accessories event. Gage Gardner- Food Marketing event. Damian Gargus- Quick Service Restaurant Management event. Great job to all of the students for competing and professionally representing Van Buren Tech.



**2023 MICHIGAN FFA STATE CONVENTION (1,4,8,9,11,15,17,19,20)**

Van Buren Tech’s Agriculture & Natural Resources program attended the 2023 Michigan FFA State Convention on February 27th at Michigan State University. Josie Lock (Senior at Dowagiac High School ) and Kailee Logan (Senior at Paw Paw High School) were both awarded the State FFA Degree (Michigan State University recognizes the commitment and value of completing an approved Michigan Agriculture, Food and Natural Resources Education program and earning the FFA State Degree by awarding 6 general credits that can be applied toward an academic program at MSU.) Congratulations to both students on their hard work and dedication to Michigan’s agriculture! “With over 2,500 participants annually, the Michigan FFA State Convention brings FFA members, parents, and industry leaders together to celebrate agriculture education. Michigan FFA prepares students to fulfill the growing diversity and new opportunities in the industry of agriculture. We are committed to the individual student, providing a path to achievement in premier leadership, personal growth and career success through agricultural education.”



**2023 BPA STATE LEADERSHIP CONFERENCE (1,4,8,9,11,15,17,19,20)**

Van Buren Tech students from Cyber Security & Computer Network Technology, Software Engineering, and Finance, Investment, & Technology recently participated in the Business Professionals of America State Leadership Conference at the Amway Grand Plaza Hotel in Grand Rapids, Michigan. BPA is a student organization with over 43,000 students in 23 states. This three day event included over 80 competitive events, 12 professional development sessions, a full assembly general session, election of state officers, college fair, a formal dinner and dance, and various other activities. On Sunday morning at the awards ceremony at Devos Place, 8 Van Buren Tech students were recognized for their accomplishments, which included 4 1st place finishes, 2 second place finishes, 2 third place finishes, 1 4th place finish, and 2 fifth place finishes. Great job to all of our BPA participants.





Memorandum	
<b>Date:</b>	April 12, 2023
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Angie Gutiérrez <i>Administrator of Whole Child Services</i>
<b>Subject:</b>	Whole Child Services Migrant/EL Update



**Staff Highlight :** ( Faculty and Staff Personnel/Community Relations)

Sarita Collins



Sarita Collins is no stranger to the Van Buren ISD. Sarita has worked for Project NOMAD for over 30 years as our Home Teacher. Every summer she would work in our Migrant Camps to service students that could not come to our onsite location. She is also currently the ESL/Migrant Teacher for the students in Decatur. Sarita has served as the ESL teacher at the ISD since 2020. She was also a Spanish/English teacher for Battle Creek Public Schools for forty-one years. Sarita is a strong advocate for our students and families. She is a leader and is always involved in our Parent Advisory Committee Meetings. She encourages and teaches her families to use their voice to advocate for their children and their needs.

Sarita is recognized as a Certified Community Interpreter and a member of the *American Association of Interpreters and Translators for Education*. Sarita has led training for interpreters at the ISD and is always willing to consult for different departments within the ISD when there is a need. She will also translate materials and interpret at our statewide meetings when called upon by the state director. She frequently volunteers her time to assist the Migrant Resource Council at events, delivers materials to families, and has assisted in recruitment in the Battle Creek area for Region 2. This summer she will be coming on board to help train and mentor a new Home teacher for Project NOMAD. I can always count on Sarita to help our students, families, and

staff. Sara Ledesma had this to say about Sarita, “ Sarita has dedicated her time in migrant education with passion and expertise to ensure our students receive quality care and support” . Sarita plays a vital role in the Migrant/El Department.



**Migrant Parent Advisory Committee Meetings:** *(Community Relations, leadership, communication skills)*

This year we have started holding meetings with our migrant parents. Tonda Boothby, Sarita Collins, Sara Ledesma, and I have been meeting to plan the agendas and activities for these meetings. We also had two student volunteers from the Covert District that assist with the children that come so the parents can engage fully in the meetings. The parents in attendance represented: Bloomingdale, Covert, Decatur, and Lawrence school districts. We have focused on the seven areas of concern in Migrant Education:

- 1. Educational Continuity**
- 2. Instructional Time**
- 3. School Engagement**
- 4. English Language Development**
- 5. Educational Support in the Home**
- 6. Health Services**
- 7. Access to Services**

During our first meeting that took place on January 30th, Sarita Collins and Sara Ledesma presented information on the seven areas of concerns to the parents and they voted on what areas they would like to learn more about which were: School Engagement and English Language Development. They also gave us input regarding the areas that our program is doing well on which were: Education Support in the Home and Access to Services. They also thought that as a program we could improve: Health Services and English Language Development. We followed up with a meeting on February 20th and discussed School Engagement and English Language Development more in depth. These were some of the topics we discussed and asked for parent input:

- What does School engagement and Involvement look like to you during the school year?

- How do you find out about these events? Literacy Nights/Parent Teacher, Conferences, Open Houses, etc
- How would you prefer to get communication regarding School events?
- How can we get more parents to be involved with these activities?
- What are the barriers for families attending these meetings?
- How many of you have had children in the Summer Migrant Program or attended in the past? Ages? When did they stop attending?
- Have any of you attended parent meetings in the summer?
- What would be valuable for Migrant parents to hear about during the summer?

#### English Language Development

- The role of the ESL teachers in the county
- Reading 20 minutes per day; talking to their children (in Spanish—whole sentences/engaging them in conversations)
- Sarita modeled reading and asking questions with a picture book
- Explanation of how parents can get library cards, the application process, where the local libraries are located, and their hours of operation

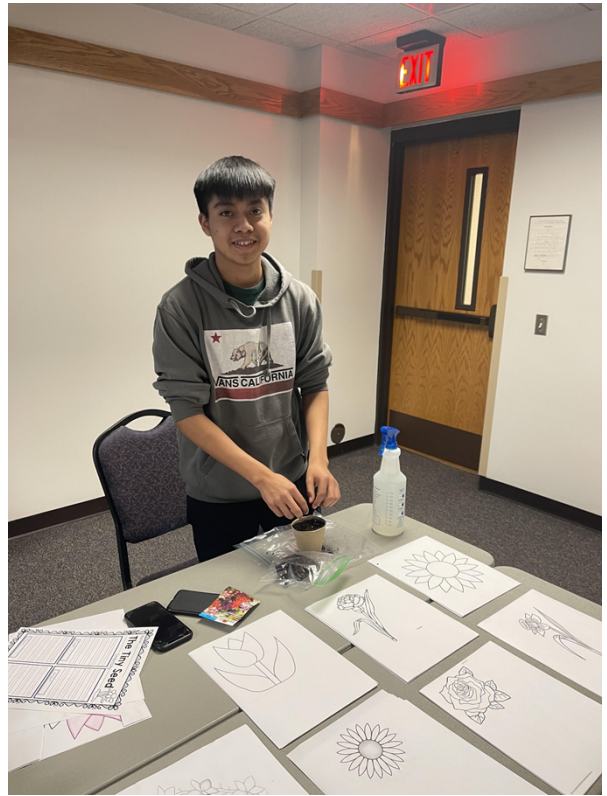
We also held a meeting on March 20th where we reviewed the information from the past two meetings and then focused on , “ Access to Services” . We looked at all the local agencies that support migrant families and asked the parents:

- 1.) What do you know about the services these agencies provide?
- 2.) Do you know how to locate the agency or get in contact with the agency?

The parents were provided a paper with the list of agencies and then we had parents discuss what agencies we could invite to share at our regional/statewide meeting on April 20th. During this meeting we will be joining Migrant Programs across the state virtually. We will also host programs at the conference center that would like to join us. Tonda Boothby sent our invitations to programs in Berrien and Cass Counties. We anticipate a great turn out.

The parents also did an activity with their children where they planted some seeds and wrote out the process to plant them. The parents and children enjoyed this activity!







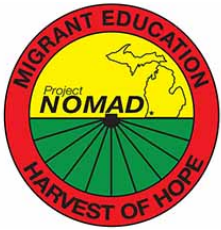
### **Migrant/ ID & R Region 2 Update : (Community Relations, Planner & Organizer)**

On March 18th Sara Ledesma and I traveled to Sparta, Michigan to speak at the United Women in Faith event at Sparta Methodist Church. We were the keynote speakers for the event and also led two small break out sessions. We presented on the topic of, “ The Migratory Farm Family: Facts and Myths”. The purpose of our invitation was to provide information about the migrant population in their area and how their group could support Migrant Families. Some of the topics we discussed were:

- The needs of the migrant families when they come to Michigan
- Trends of agriculture in their surrounding counties
- Information about local migrant programs or agencies they can support
- The purpose and work of Region 2

This was a great experience and they collected many personal hygiene items that we will be able to give our migrant families in Region 2.





**Summer Migrant Planning :** (*Faculty and staff Personnel, Supervisor, Decision Maker, And Evaluator*)



It is hard to believe that we are only a few months away from summer! This year we will be running Project NOMAD at Covert Public Schools. We will have three preschool rooms as well as our K-12 classrooms. This year we also asked for three additional classrooms in order to have more rooms for our STEM and Intervention teams. We are excited to have the majority of our staff return and we have hired all of our bus drivers and bus aides. We had two teaching positions open: 1st grade and our HOME teacher. Our first grade teacher was filled by a past employee of Project NOMAD and our HOME teacher is a current employee of the VBISD. We are still in the process of hiring support staff and I anticipate all positions being filled this month.

We anticipate running our program from June 26th through August 9th. Students will be present from 8:00 am.-4:00 p.m. We are planning on moving on June 15th and we will have professional development for staff the week prior. We are excited and looking forward to a fantastic summer!



### 2023 Science Olympiad

Our Region 13 Science Olympiad was held on Saturday, March 18, in conjunction with Region 10 Science Olympiad. Teams of 15 students or less from area middle schools and high schools in Cass, St. Joseph, Van Buren, Allegan, Barry, Branch, Calhoun, Hillsdale and Kalamazoo counties gathered at Western Michigan University prepared for core knowledge tests, hands-on or laboratory events, and with devices they designed, created and tested prior to the tournament. The day began clear and cold with a few flakes of snow. The snow kept increasing throughout the day and so did the excitement of the students moving from building to building to compete in the 46 science-based events described in the 2022 General Rules from Science Olympiad, Inc. A weather-related accident caused one event supervisor to miss her scheduled event, but the Region 10 director set up a substitute hands-on event so the student teams could compete in that event.

Van Buren County had six middle schools and six high schools participating in the Region 13 Science Olympiad this year with six more middle schools and seven more high schools coming from Cass or St. Joseph counties. In addition, Hartford, Mattawan and Paw Paw Schools all brought alternate teams which could compete for medals and ribbons, but not for team points.

The top four high school and middle school teams won invitations to compete at the Michigan State Science Olympiad Tournament on Saturday, April 22. The winners for Region 13 were:

First Place	Edwardsburg Middle School	Mattawan High School
Second Place	White Pigeon Jr. High School	Edwardsburg High School
Third Place	Mattawan Middle School	White Pigeon High School
Fourth Place	Paw Paw Middle School	Hartford High School
Fifth Place	Hartford Middle School	Paw Paw High School
Sixth Place	Trinity Lutheran School, Paw Paw	Marcellus High School

Because our region collected a fee from each team participating in Science Olympiad, we provided Science Olympiad medals for each senior student in both regions in appreciation for allowing our teams to participate in the tournament events organized by Region 10.

Due to a change in procedures for the Michigan Tournament, participants who won first place in an event were also invited with a “golden bid” to the state tournament even if their school team did not receive an invitation to the State Tournament. Consequently, the Forestry and Storm the Castle teams from Hartford Middle School and the Rocks and Minerals team from Paw Paw High School received “golden bids” for finishing first in their events. To ensure student safety,

a parent/guardian of at least one of those students with the “golden bid” is required to attend the State Tournament with their child if the coach does not attend.



## Memorandum

<b>Date:</b>	April 2023
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
<b>Subject:</b>	Instructional Services Monthly Update



### Staff Spotlight

**Ana Marlett** is an experienced educator with 25 years of teaching students in kindergarten through second grade, and three years of experience as an early literacy coach/consultant. She is coaching at Bloomingdale Elementary, Pullman Elementary, Redwood Elementary, and South Walnut Elementary. Ana is currently focused on continuing her own learning around literacy and growing as a coach to better support the schools with which she works. She enjoys building relationships with teachers in Van Buren County and collaborating with them through co-teaching and planning. Ana supports teachers by introducing them to research-based strategies and by helping them to create quality resources. She is seeing the



benefits of this work through the progress in her districts, particularly at the kindergarten level.

**Kelly Tauschek-Hill** has worked for three years in the Lawrence Jr./Sr. High School and is deeply integrated within their staff and student population. She has seven years of experience in her field. Kelly's goal is to increase

knowledge and provide a safe space for LGBTQIA+ youth. She enjoys seeing students feel more empowered to make healthy choices for themselves and in their lives.

**Jenny Jordan-DeKam** is currently in her second year of work at Decatur Jr/Sr High and has 15 years of experience as a mental health therapist. She has completed the Trails Coaching Certification so that she can support implementation of Trails groups countywide. Jenny continues to seek more trauma-informed training on supporting healing through somatic techniques. She enjoys being a part of an exceptional team of Mental Health Clinicians at VBISD and in helping increase youth access to therapeutic support. Jenny finds it rewarding to help the youth she serves see and cherish their unique strengths and grow in the belief that they are capable of overcoming adversity and reaching their goals.



***The data below is separated by service area, and has been collected since the beginning of the school year through March 30, 2023.***

## Adult Education

127 "STUDENTS" IN OUR REGION

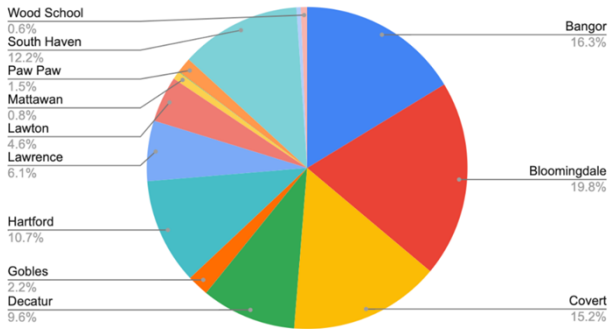
37 "STUDENTS" IN VAN BUREN COUNTY

4,523 INSTRUCTIONAL HOURS



# Literacy Coaches/Consultants

SUM of Amount of Time Spent (to the nearest 15 min.)



Over 1300 hours of coaching and consulting with teachers in every district.



## Math (1 Consultant)

### Professional Learning Provided for:

- Bloomingdale
- Covert
- Decatur
- Lawrence
- Lawton
- Paw Paw
- Any Michigan secondary Mathematics teachers

### Individual or Grade Level Coaching for:

- Bangor
- Bloomingdale
- Covert
- Decatur
- Gobles
- Lawrence
- Lawton
- Paw Paw

### Other:

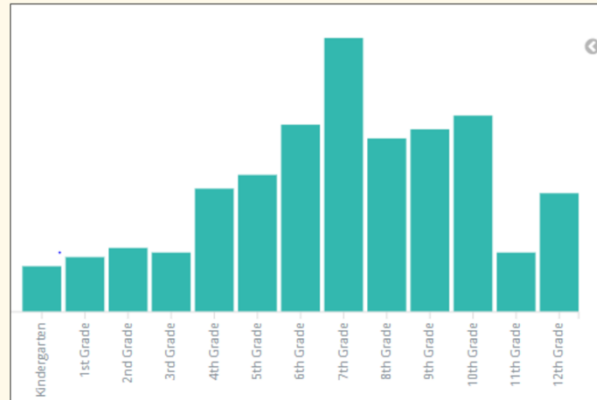
- Creating first annual math competition for Van Buren County
- Created and manage county-wide Facebook networking groups by grade level, ranging from 16-41 members.



# Mental Health Clinicians

## 2022-2023 Student Data

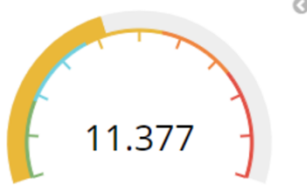
Students Served: 818 enrolled students  
 Referrals this year: 583 unique referrals  
 579 students currently receiving therapy  
 157 students being monitored (check ins)  
 82 students exited services  
 1803 screeners completed  
 Suicide Risk Assesments: 71



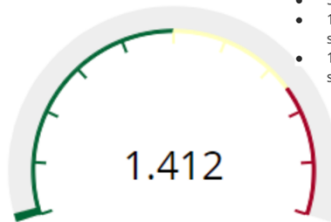
273 Screeners completed

## Secondary Student Overview

Depression Average Score (PHQ-...)



- 0-4 None-Minimal
- 5-9 Mild
- 10-14 Moderate
- 15-19 Moderately Severe
- 20-27 Severe

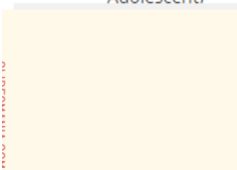


- 0 to 4 Minimal anxiety symptoms
- 5 to 10 Mild anxiety symptoms
- 10 to 14 Moderate anxiety symptoms
- 15 to 21 Severe anxiety symptoms

GAD 11-17 Average Score

Spent lots of time making decisions, putting off making decisi...

Depression Avg. Score (P PHQ-Adol: Trouble concentrating on t... Adolescent)



- Several Days
- Not At All
- Nearly Every Day
- More Than Half the D...



- Occasionally
- Never
- Half of the time
- Most of the time
- All of the time



Instructional Services  
Van Buren Intermediate School District

6200 Students Served

353 Lessons Delivered



### Project Lean Highlight March 2023 Data

School	Grade	# of Classrooms Served	Number of lessons	Number of participants reached
Bangor GSRP	PreK	2	4	40
Bloomingtondale	6th	4	1	80
Cedar Street	GSRP	3	3	39
Decatur	K	3	3	75
Decatur	PreK	1	3	20
Decatur	2nd	3	3	55
Decatur	3rd	4	4	81
Hartford	6th	1	2	15
Paw Paw Early EI	2nd	2	4	46
Paw Paw Early EI	K	5	5	107
Pullman EI	PK	1	2	16
Pullman EI	K	2	4	38
Pullman EI	1st	2	1	40

<b>Pullman El</b>	2nd	2	4	37
<b>Pullman El</b>	3rd	2	4	30
<b>Pullman El</b>	4th	2	1	38
<b>Redwood</b>	K	4	4	84
<b>South Walnut</b>	3rd	1	2	32
<b>South Walnut</b>	2nd	1	2	27
<b>South Walnut</b>	K	1+3	3+4	21+62
<b>Watervliet</b>	6th	4	1	94

### **Whole Child Summit**

On March 20, 2023, the Van Buren Intermediate School District hosted a highly successful Whole Child Summit. The summit aimed to bring together community members representing various fields to discuss ways to support the holistic development of children.

The event was attended by 150 community members from diverse fields such as health, law enforcement, juvenile justice, education, and other youth serving agencies.

Formed as a result of the first Whole Child Summit, the Whole Child Workgroup provided updates on the work they aspire to do together based on the themes of needs identified at October’s summit. Heidi Olivares presented the group’s goal of promoting positive mental health in Van Buren County. This work began with creating a shared understanding that, in order to successfully promote positive mental health in our community, we must first recognize that mental health is more than mental illness, that we *all* have the ability to work together in promoting protective factors, and that work together to reduce risk factors that impact the health of our community.

One of the key highlights of the summit was a presentation by Ashlee Offord with Corewell Health on the Community Resiliency Model (CRM). Ashlee introduced the attendees to the CRM, which is a trauma-informed, resiliency focused approach designed to help individuals overcome the impact of trauma on their lives. The presentation was well-received by the attendees, who praised Ashlee for her knowledge and expertise.

In order to spark ideas for further connections, a significant portion of time during the summit was allotted to agencies and individuals to share their expertise and services with the group. These presentations were led by:

- |                            |                                 |
|----------------------------|---------------------------------|
| <b>Katy Cole (Paw Paw)</b> | Animal Assisted Therapy         |
| <b>Sherry Bennett</b>      | VBISD Great Start Collaborative |
| <b>Mary Jo Schnell</b>     | Outcenter                       |

<b>Jennifer Tryan</b>	Community Mental Health
<b>Bob Kirk and Amy Zmick</b>	Behavioral Threat Assessments
<b>Kim Porco</b>	H.E.R.O.E.S. Bystander Intervention Training and Strengthening Community Series
<b>Gryphon Place</b>	Gatekeepers Suicide Prevention Programming for Youth

The summit also featured group discussions where attendees talked about various topics related to the whole child. Participants explored the ways in which their respective fields could work together to support the holistic development of children.

### **Impact of Accountability**

The Every Child Succeeds Act, or ESSA, requires states to identify schools needing further support. Michigan uses its School Index Accountability System to identify schools for support. Every school, student subgroup, and component of their accountability report receives a 0-100 index scale based on the percentage of the target met. Targets are organized in seven areas:

- Student Growth
- Student Proficiency
- School Quality/Student Success
- Graduation Rate
- English Learner Progress
- Participation in State Tests (M-STEP, Mi-ACCESS, PSAT and SAT)
- English Learner Participation in WIDA Access

Once index values are determined, the school index values are ranked to find the bottom 5% of schools in the state. Schools are identified for Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support (ATS). Schools are identified as CSI every three years. Due to the pandemic, the identification of new CSI schools was delayed until the Fall 2022, with identification based on 2021-2022 data. Two schools in Van Buren County were identified for CSI: Bangor Career Academy and Michigan Online School. After three years of support from Michigan Department of Education and the local ISD, MDE evaluates the school for possible exit from CSI.

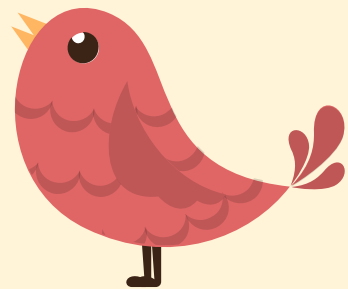
The ISD is funded by a federal Title I Regional Assistance Grant (RAG) to help district teams create, implement and monitor their improvement plans. The VBISD has applied for a \$50,000 grant to assist the schools identified for CSI. Both of these schools are also eligible for up to \$20,000 to help them create their improvement plan during the remainder of the current school year.

Tonda Boothby was named as the VBISD facilitator to help these districts develop, implement, and monitor their improvement plans. Tonda has previous experience working with other

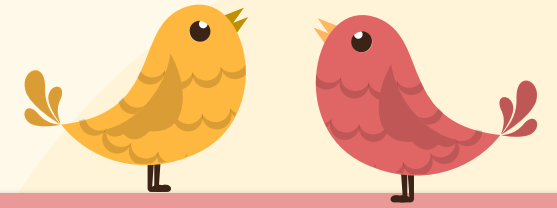
schools in Van Buren County that were identified for improvement under a process developed under No Child Left Behind. Her time working with these districts will be covered by Title I RAG funds.



# Welcome!



# Mental Health Services



## Vision

Increase access to quality Mental Health Services

Integrate a Whole Child/Mental Health lense into all we do at school

Increase awareness of MH needs while reducing stigma

Create spaces where all students are engaged and supported as their authentic selves

Meet our students and our buildings where they are at.

## Theme Song



## Motto:

Alone we can do so little, together we can do so much!

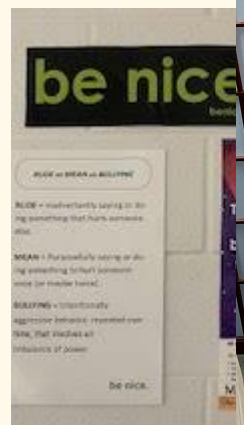
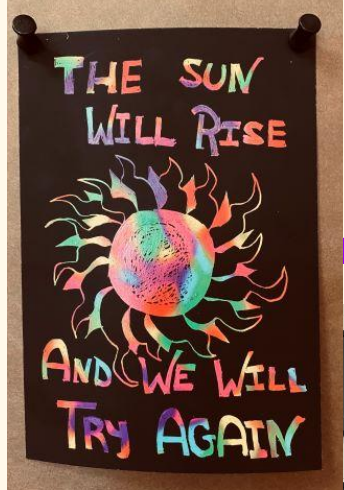
## Group Norms

- Non-Judgemental
- We're human first
- Value/Respect diversity on our team
- Duplicate the check mark.
- And the check boxes.



# Safety First!

would love to add pics of ways our team has created office spaces that are supportive of our students!



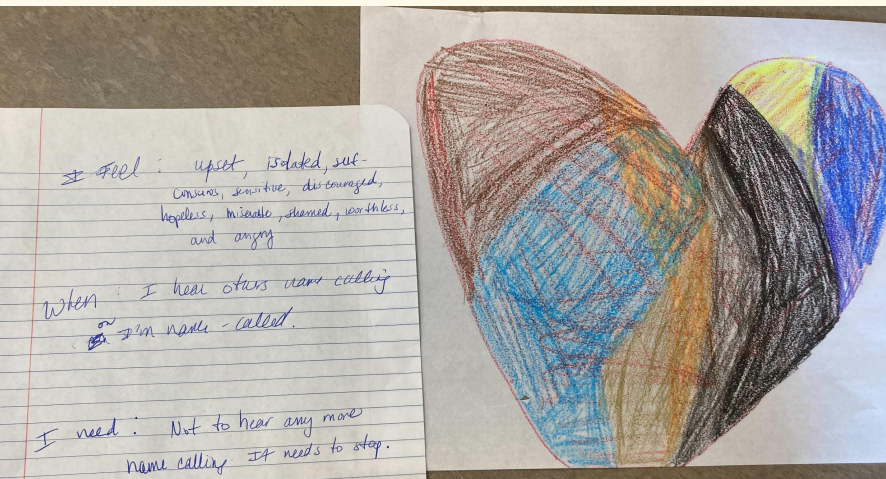
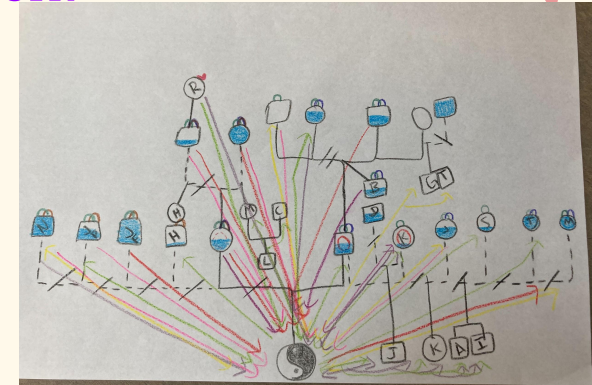
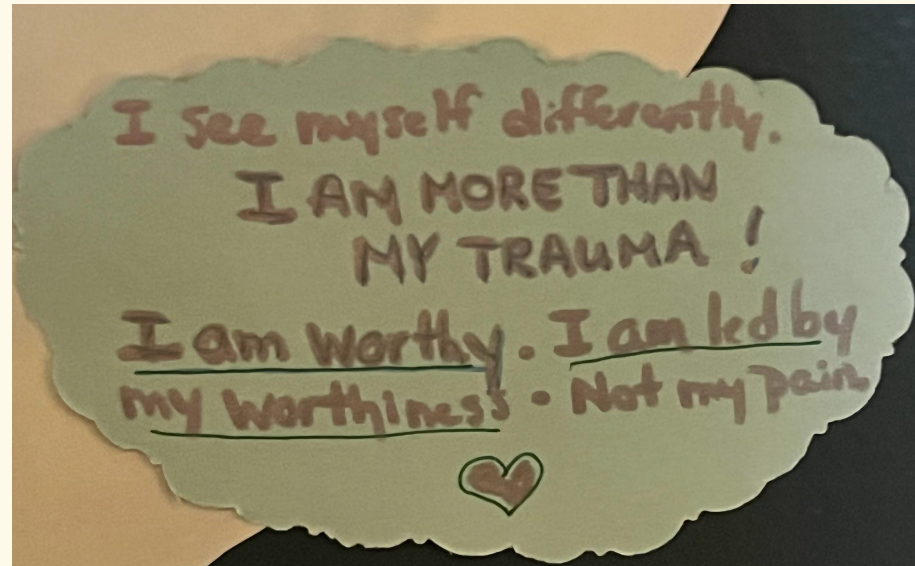
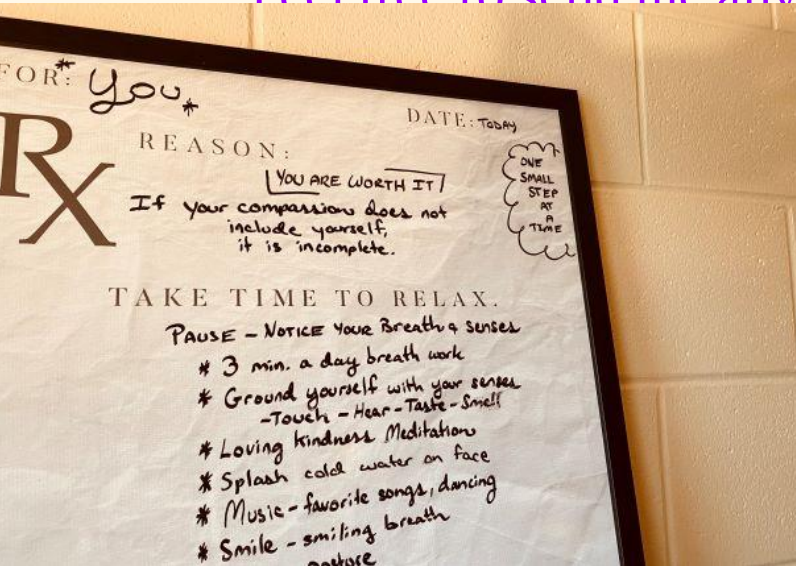
# Direct Services to Students



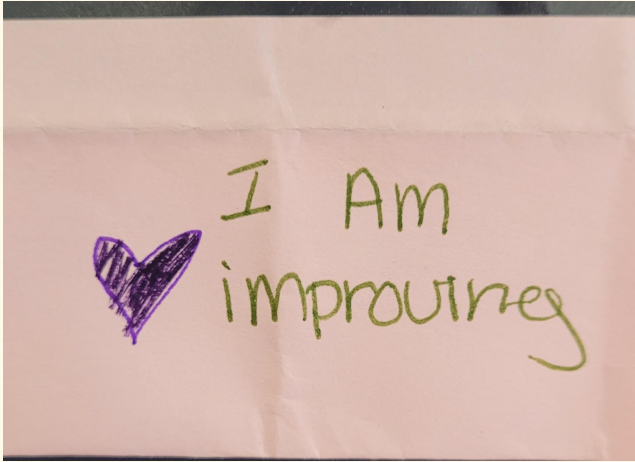
## Individual Therapy

## Group Services

Feel free to send me any pics you have of individual student work or group work  
faces- or just send them to me and I can edit



# Student Success Stories?



Anyone have an example of a student who couldn't or wouldn't be able receive services outside of schools?

**Other student success stories - even just one or two lines?**

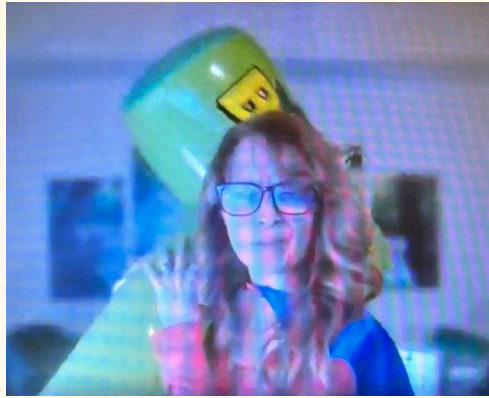
Travis: Attended LAAC graduation for a student who invited him, saying that she would have dropped out if it wasn't for his support.

Stacey- invited to "hood???" student at graduation...

"Ms. Kelly helped me through the toughest year of my life. I can't thank her enough" -graduating senior

# Supporting the school as a whole

## Classroom Lessons



## Integrated School Teams

-Provided secondary traumatic stress/burnout/compassion fatigue check in for building staff

# And more...

## Community Collaboration

## Learning Opportunities

Social and Emotional Learning

Restorative Practices

Trauma Informed Programs &  
Practices

Mental Wellness

Team Building

Youth Mental Health First Aid

Question, Persuade Refer



# 22/23 Direct Service Data

Students Served: 818 enrolled students

Referrals this year: 583 unique referrals

579 students currently receiving therapy

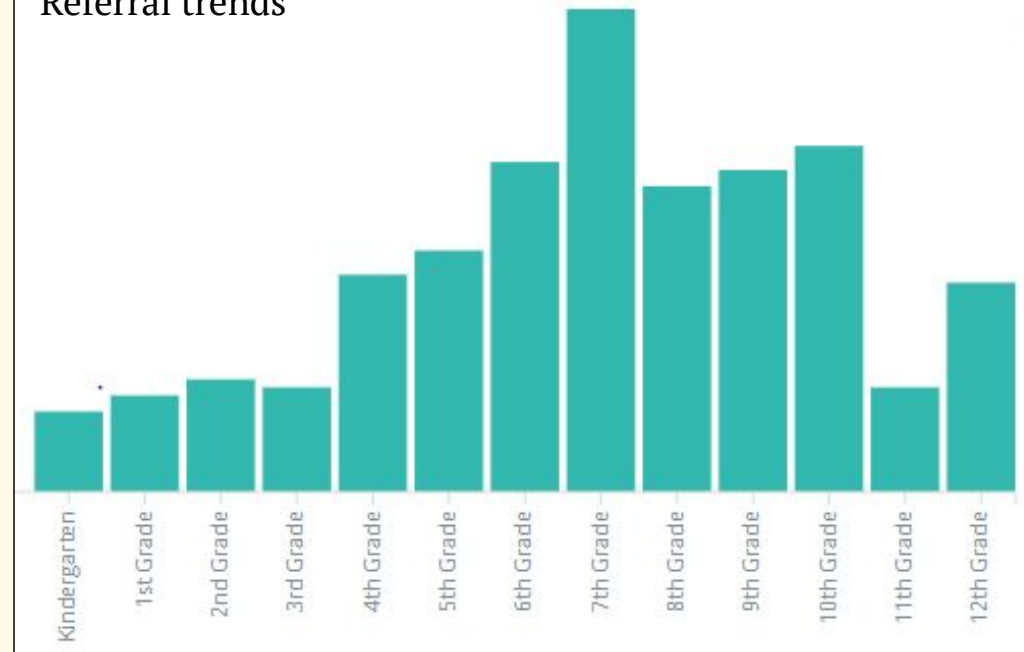
157 students being monitored (check ins)

82 students exited services

1803 MH screeners completed

Suicide Risk Assessments: 71

Referral trends



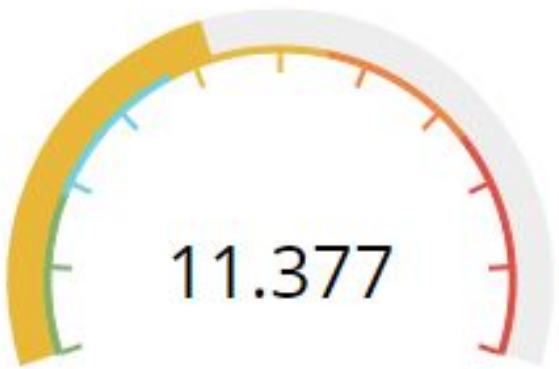
VBISD has the largest school based clinical team in the state!



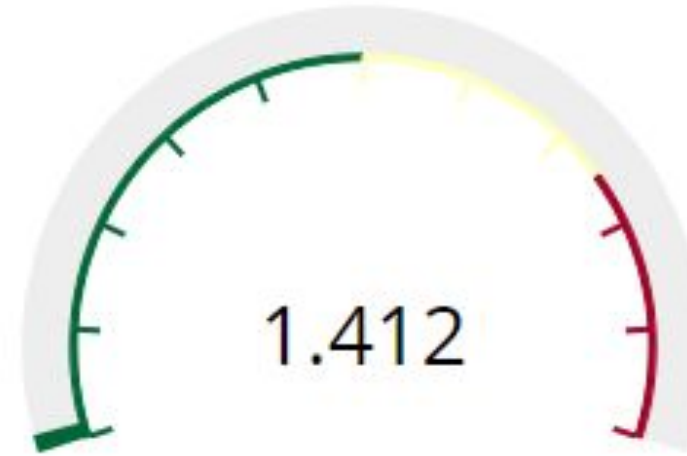
# Secondary Student Overview

- 0 to 4 Minimal anxiety symptoms
- 5 to 10 Mild anxiety symptoms
- 10 to 14 Moderate anxiety symptoms
- 15 to 21 Severe anxiety symptoms

Depression Average Score (PHQ-...



- 0-4 None-Minimal
- 5-9 Mild
- 10-14 Moderate
- 15-19 Moderately Severe
- 20-27 Severe



GAD 11-17 Average Score

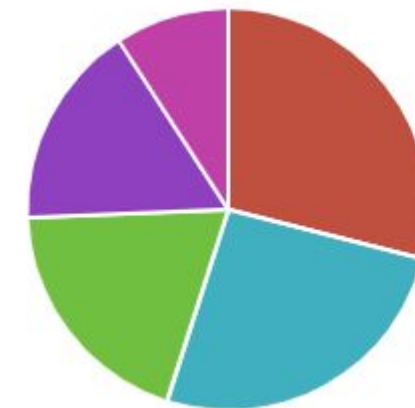
Spent lots of time making decisions, putting off making deci...

Depression Avg. Score (P PHQ-Adol: Trouble concentrating on t... Adolescent)



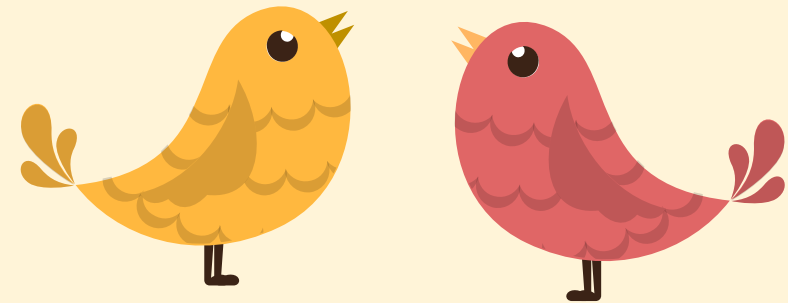
- Several Days
- Not At All
- Nearly Every Day
- More Than Half the D...

67



- Occasionally
- Never
- Half of the time
- Most of the time
- All of the time

# What else do we want to mention?

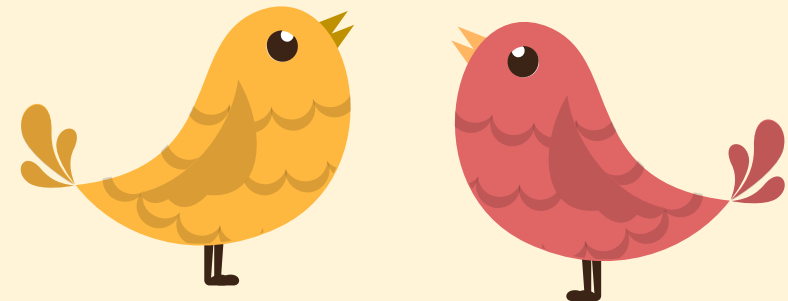


April 12th at 4:30 is the Board meeting - Would love for anyone that can be there in person to be there. Please add your name below if you can make it.

Lisette

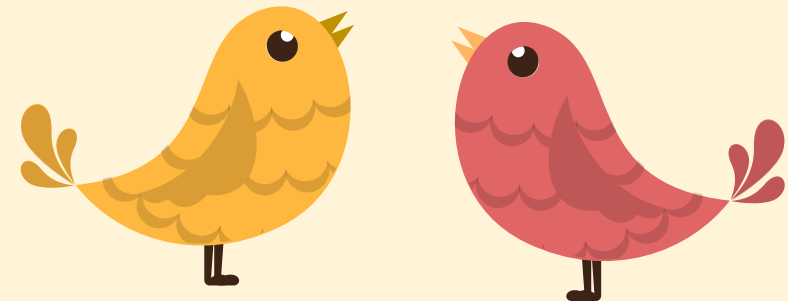
Jenny

Laura



# Thank you!!!!

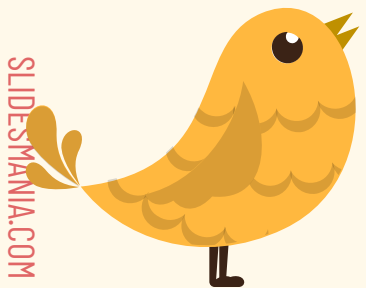
For taking the time to review this and add input!





Here is where you add your talking points.

- We will talk about this first.
- We will talk about this second.
- We will talk about this last.





# 01

We will talk about this first.

Add a brief introduction of your section here.

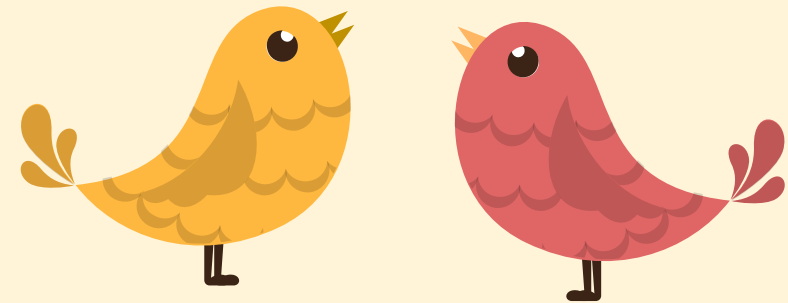
Let's dive in and get to know some interesting facts about animals!

# Did you know?

## Elephants and storms.

Did you know that elephants can sense storms?

Elephants may be able to detect a thunderstorm from hundreds of miles away, and will head towards it, looking for water.



# Did you know?

## A man's best friend...

Did you know that dogs can smell your feelings?

Dogs can pick up on subtle changes in your scent, which can help him figure out how you are feeling, such as by smelling your perspiration when you become nervous or fearful.

## Mmm, can I fit in?...

Did you know that a cat uses its whiskers as feelers to determine if a space is too small to squeeze through?

Also, cats love to sleep. A fifteen-year-old cat has probably spent ten years of its life sleeping.





Clearly, animals know more than we think, and think a great deal more than we know.

# Did you know?



## **Pandas don't hibernate.**

When winter approaches, they head lower down their mountain homes to warmer temperatures, where they continue to chomp away on bamboo!



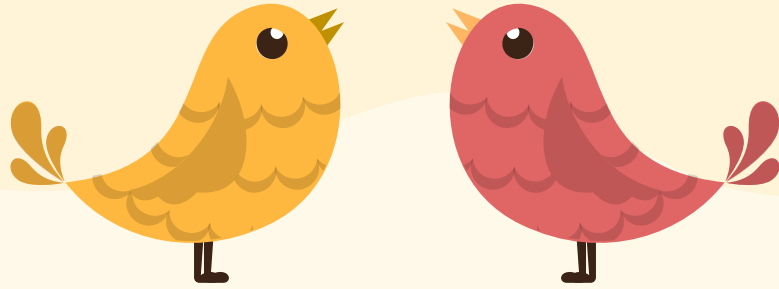
## **There are more kangaroos than humans in Australia.**

It is estimated that more than 50 million kangaroos live there. They are Australia's national symbol and appear on postage stamps, coins, and airplanes.



## **Koalas are even more lazy than cats.**

Koalas don't have much energy and, when not feasting on leaves, they spend their time dozing in the branches. Believe it or not, they can sleep for up to 18 hours a day!



# Very interesting facts!

This is where your section ends. Duplicate this set of slides as many times you need to go over all your sections.



# Hello! I'm

Here is where you introduce yourself.

You can add your name, title and a little background. Right click the image and replace it with your own.

# And this is a timeline or process



Monday

Lorem ipsum dolor  
sit amet,  
consectetuer  
adipiscing elit.

Tuesday

Lorem ipsum dolor  
sit amet,  
consectetuer  
adipiscing elit.

Wednesday

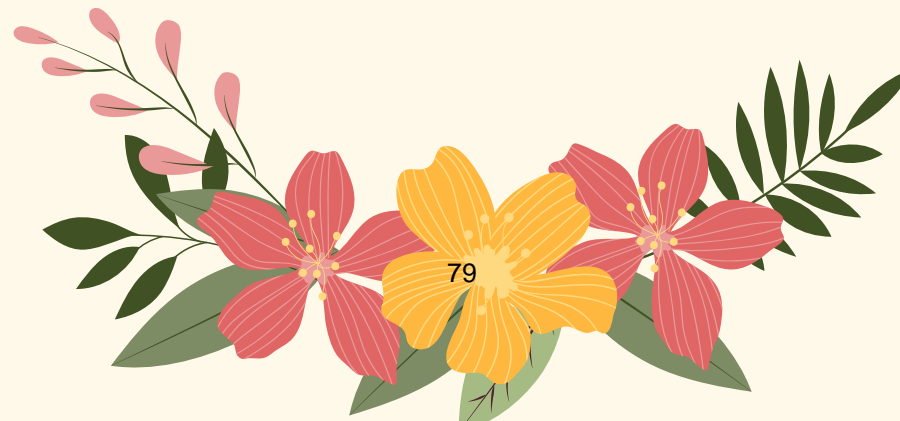
Lorem ipsum dolor  
sit amet,  
consectetuer  
adipiscing elit.

Thursday

Lorem ipsum dolor  
sit amet,  
consectetuer  
adipiscing elit.

Friday

Lorem ipsum dolor  
sit amet,  
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adipiscing elit.





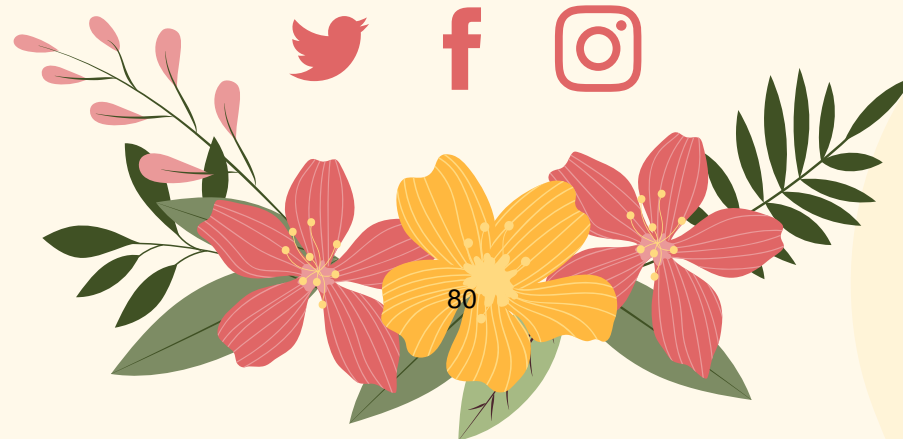
# Thank you!

**Do you have any questions?**

hello@mail.com

555-111-222

mydomain.com

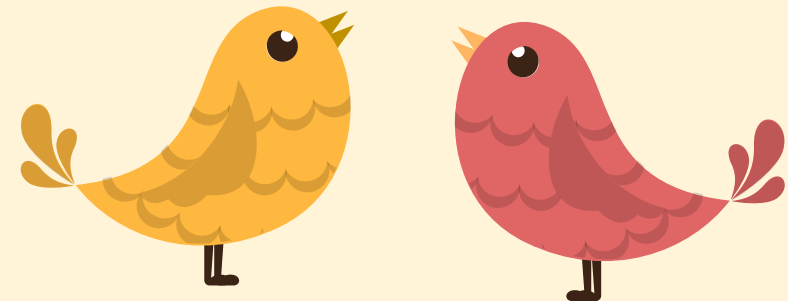


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III. ACTION ITEMS

A. Approval of Policies - First Reading (**ROLL CALL VOTE**)

85

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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON SUPERINTENDENT  
**RE:** APPROVAL OF POLICIES – FIRST READING

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***RESOLVED***, that the Board of Education approve the following policies as presented for first reading:

<i>Policy 1615</i>	<i>Use of Tobacco – Administration</i>
<i>Policy 2323</i>	<i>Student Assessment</i>
<i>Policy 3215</i>	<i>Use of Tobacco – Professional Staff</i>
<i>Policy 4215</i>	<i>Use of Tobacco – Support Staff</i>
<i>Policy 5512</i>	<i>Use of Tobacco – Students</i>
<i>Policy 6325</i>	<i>Procurement of Federal Grant Funds</i>
<i>Policy 7434</i>	<i>Use of Tobacco on School Premises</i>
<i>Policy 7540.02</i>	<i>Web Content Services Apps</i>
<i>Policy 7540.03</i>	<i>Student Technology Acceptable Use and Safety</i>
<i>Policy 7540.04</i>	<i>Staff Technology Acceptable Use and Safety</i>
<i>Policy 8300</i>	<i>Continuity of Organizational Operations Plan</i>
<i>Policy 8304</i>	<i>Information Security</i>
<i>Policy 8315</i>	<i>Information Management</i>
<i>Policy 8390</i>	<i>Animals of District Property</i>
<i>Policy 8400</i>	<i>School Safety Information</i>
<i>Policy 9160</i>	<i>Public Attendance at School Events</i>
<i>Policy 9700.01</i>	<i>Advertising and Commercial Activities</i>

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised [New to VBISD] USE OF TOBACCO BY ADMINISTRATORS
Code	po1615
Status	

**Revised Policy - Vol. 37, No. 2**

**1615 - USE OF TOBACCO BY ADMINISTRATORS**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use **(x)** consumption, display, activation, promotion, sale, or possession ~~[END OF OPTION]~~ of a tobacco product by employees ~~administrators~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses,~~ and at any District-related event at all times **(x)** (twenty-four (24) hours a day, seven (7) days a week) ~~[END OF OPTION]~~ within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to **(x)** school grounds, **(x)** athletic facilities, **(x)** any school-related event, **(x)** on or off Board premises ~~(-) with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours. [END OF OPTIONS]~~

~~[ ] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.~~

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "employees" means any person employed by \_\_\_\_\_ **[district/school name]** Van Buren ISD as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_\_\_ **[district/school name]** Van Buren ISD, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for \_\_\_\_\_ **[district/school name]** Van Buren ISD.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the ~~inhaling or~~ chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth;
5. ~~(-) the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including, but not limited to, "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

#### **[x ] Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

~~Tobacco promotional items that promote the use~~The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

~~Education and Training~~

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

**Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.  Employees subject to such action may also be referred for smoking cessation treatment, support, and education services. ~~**{END OF OPTION}**~~

**Exceptions**

It shall not be considered a violation of this policy:

- A. for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B. for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal M.C.L. 333.12601 et seq.  
M.C.L. 750.473

Book	Policy Manual
Section	Board Review 37.2
Title	Vol. 37, No. 2 - February 2023 Revised STUDENT ASSESSMENT
Code	po2623
Status	
Adopted	September 2, 2009
Last Revised	June 7, 2017

**Revised Policy - Vol. 37, No. 2**

2623 - **STUDENT ASSESSMENT**

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's ~~his/her~~ entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop ~~( )~~ and present to the Board annually **( x )** and the Board shall approve **[END OF OPTION]** a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), **( x )** the PSAT, ~~[END OF OPTION]~~ and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades three (3) through eight (8)~~3-8~~, science in grades four (4)~~4~~ and seven (7)~~7~~, and social studies in grades five (5)~~5~~ and eight (8)~~8~~. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science~~7~~ and social studies.

- B. a valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education;
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades one (1) through five (5)~~1-5~~;

~~[ ] Third grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.~~

- E. ~~(-) assessment tests;~~
- F. ~~(-) aptitude tests;~~
- G. ~~(-) achievement tests;~~
- H. ~~(-) vocational inventories;~~
- I. ~~(-) test of mental ability.~~

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
  - 1. political affiliations;
  - 2. mental and psychological problems potentially embarrassing to the student or the student's~~his/her~~ family;
  - 3. sexual behavior and attitude;
  - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized, privileged, and analogous relationships, such as those of lawyers, physicians, and ministers;

7. income without the prior consent of the adult student or without the prior written consent of the parent;

B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. (x) tests be administered by persons who are qualified under State law and regulation;
- B. (←) parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. (←) students who have not attained satisfactory scores on the fourth grade or seventh grade test should be provided special assistance that will enable them to bring reading skills up to grade level within a twelve (12) month period;
- D. (←) data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- E. (←) the results of each school wide, program wide, and District-wide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State-approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade eleven (11)~~11~~, the District shall administer the complete Michigan Merit Examination to the student in grade twelve (12)~~12~~. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination;
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination;
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk;
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied;
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider.

~~[ ] In addition to the testing programs, the Superintendent shall develop administrative guidelines whereby a portfolio is developed and maintained for each student.~~

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f



Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY PROFESSIONAL STAFF
Code	po3215
Status	
Adopted	February 23, 1996
Last Revised	October 5, 2011

**Revised Policy - Vol. 37, No. 2**

**3215 - USE OF TOBACCO BY PROFESSIONAL STAFF**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use **( x )** consumption, display, activation, promotion, sale, or possession ~~[END OF OPTION]~~ of a tobacco product by employees ~~professional staff members~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event at all times **( x )** (twenty-four (24) hours a day, seven (7) days a week) ~~[END OF OPTION]~~ within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to **( x )** school grounds, **( x )** athletic facilities, **( x )** any school-related event, ~~( -x )~~ on or off Board premises ~~( ) with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours. [END OF OPTIONS]~~

~~[ ] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.~~

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~tobacco product means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device

does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "employees" means any person employed by \_\_\_\_\_ **[district/school name]** Van Buren ISD as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_\_\_ **[district/school name]** Van Buren ISD, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for \_\_\_\_\_ **[district/school name]** Van Buren ISD.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- E. "use of a tobacco product" means any of the following:
  - 1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
  - 2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
  - 3. the ~~inhaling or~~ chewing of a tobacco product;
  - 4. the placing of a tobacco product within a person's mouth;
  - 5. ~~(-) the use or smoking of electronic, vapor, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~**[ ]** The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL's), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

**[x ] Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

**[x ]** ~~Tobacco promotional items that promote the use~~ The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia ~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

~~**[ ] Education and Training**~~

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

**Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.  Employees subject to such action may also be referred for smoking cessation treatment, support, and education services. ~~**[END OF OPTION]**~~

**Exceptions**

It shall not be considered a violation of this policy:

- A. for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B. for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal                      M.C.L. 333.12601 et seq.  
                                  M.C.L. 750.473

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY SUPPORT STAFF
Code	po4215
Status	
Adopted	February 23, 1996
Last Revised	October 5, 2011

**Revised Policy - Vol. 37, No. 2**

**4215 - USE OF TOBACCO BY SUPPORT STAFF**

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use **( x )** consumption, display, activation, promotion, sale, or possession ~~[END OF OPTION]~~ of a tobacco product by employees ~~support staff members~~ in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event at all times **(-x)** (twenty-four (24) hours a day, seven (7) days a week) ~~[END OF OPTION]~~ within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to **( x )** school grounds, **( x )** athletic facilities, **( x )** any school-related event, **( x )** on or off Board premises ~~( ) with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours. [END OF OPTIONS]~~

~~[ ] It is allowable for employees to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product\* and is being marketed and sold solely for such an approved purpose.~~

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; ~~tobacco product means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device

does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "employees" means any person employed by \_\_\_\_\_ **[district/school name]** Van Buren ISD as full-time or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or compensation paid by \_\_\_\_\_ **[district/school name]** Van Buren ISD, or anyone working on a volunteer basis;

This term includes, but is not limited to, faculty, service personnel, volunteers, chaperones, student teachers, adult classroom or student aides, and other adults working for \_\_\_\_\_ **[district/school name]** Van Buren ISD.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- E. "use of a tobacco product" means any of the following:
  - 1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
  - 2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
  - 3. the ~~inhaling or~~ chewing of a tobacco product;
  - 4. the placing of a tobacco product within a person's mouth;
  - 5. ~~(-) the use or smoking of electronic, vapor, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.~~

~~**[ ]** The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL's), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

The Superintendent shall require the posting of signs as required.

**[x ] Advertising/Promotion**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school or District-sponsored publications, and at all school or District-sponsored events.

~~**[x ] Tobacco promotional items that promote the use**~~ The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia ~~and other personal articles~~ are not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

No employee on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

~~**Education and Training**~~

~~Training will be provided on this policy and associated resources. Information will be provided on tobacco cessation resources, including the Michigan Tobacco Quitlink.~~

**Enforcement**

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.  Employees subject to such action may also be referred for smoking cessation treatment, support, and education services. ~~**{END OF OPTION}**~~

**Exceptions**

It shall not be considered a violation of this policy:

- A. for any person to possess or provide to any other person (but not inhale or ingest) traditional tobacco products (excluding electronic smoking devices) as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B. for traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal                      M.C.L. 333.12601 et seq.  
                                  M.C.L. 750.473

Book	Policy Manual
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Code	po5512
Status	
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**Revised Policy - Vol. 37, No. 2**

**5512 - USE OF TOBACCO BY STUDENTS**

The Board of Education recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in District buildings, on District property (owned or leased), in District vehicles ~~on District buses~~, and at any District-related event.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the ~~inhaling or~~ chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth.;
5. ~~(-) the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times **(x)** (twenty-four (24) hours a day, seven (7) days a week) ~~[END OF OPTION]~~ on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

**[x]** This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- A. **(x)** school grounds,
- B. **(x)** athletic facilities,
- C. **(x)** any school-related event, and
- D. **(x)** on or off Board premises.

~~[ ] It is allowable for a student to possess or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose, assuming such possession or usage is accompanied by medical authorization and adheres to all District medication protocols.~~

~~[ ] It is allowable to possess or provide to another person (but not inhale or ingest) a tobacco product (excluding electronic smoking devices) for an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony, or practice.~~

**~~[x ] Advertising/Promotion~~**

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

**[x ]** The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school vehicles, or at school or District-sponsored events. ~~Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school sponsored events.~~

**[x ]** No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

**[x ] Notification**

Signage ~~"No Tobacco" signs~~ will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

~~[ ] District vehicles will display the international "No Smoking" insignia.~~

~~[ ] Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.~~

~~[ ] School programs will include a written reminder of the tobacco free policy.~~

**[ ] Educational Programming**

Tobacco-use prevention education shall be coordinated with the other components of the school health program ~~( )~~ and shall be evidence based, age appropriate, and culturally responsive. ~~[END OF OPTION]~~.

~~[ ] The curriculum for this education program shall not be paid for or developed by the tobacco industry. [END OF OPTION]~~

Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and the effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

**[x ]** Education will include instruction on the harmful effects of and legal restrictions against tobacco, including electronic smoking devices as part of the health education curriculum.

**Enforcement**

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board. **[ ]** Students subject to such action may also be referred for smoking cessation treatment, support, and a graduated set of evidence-based, supportive disciplinary practices that promote recovery and reduction of tobacco product addiction and dependence, including information about My Life My Quit, the State of Michigan’s teen quit program ~~education services~~.

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Book	Policy Manual
Section	Board Review 37.2
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	August 3, 2016
Last Revised	December 5, 2018

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

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

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District’s documented general purchasing Policy 6320 and AG 6320A.

~~A#~~When required by Federal program legislation, all District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid the acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. ~~And,~~ and where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

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

**Competition**

All procurement transactions paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with the good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate an unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business:

... unnecessary requirements on firms in order for them to qualify to do business;

- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

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

### **Solicitation Language**

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of the procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

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

### **Procurement Methods**

The District shall utilize the following methods of procurement:

#### **A. Small Purchases**

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

#### **B. Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan

statute.

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

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firmly fixed-price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

#### C. Competitive Proposals

Procurement by a competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

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

#### D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only

when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

### **Contract/Price Analysis**

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### **Time and Materials Contracts**

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

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

### **Suspension and Debarment**

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

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

A suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

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

### **Bid Protest**

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

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

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

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

### **Maintenance of Procurement Records**

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

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Legal

2 C.F.R. 200.317 - .326

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO ON SCHOOL PREMISES
Code	po7434
Status	
Adopted	February 23, 1996
Last Revised	October 5, 2011

**Revised Policy - Vol. 37, No. 2**

**7434 - USE OF TOBACCO ON SCHOOL PREMISES**

The Board of Education believes that the right of persons to use tobacco products must be balanced against the right of those who do not use tobacco products to breathe air untainted by tobacco products, including secondhand smoke and vapor/aerosol exposure.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school-sponsored ~~school-sponsored~~ events, and in all school buildings owned and/or operated by the District.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah ~~"tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;~~

Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the

substance contains nicotine; 3) or any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes (Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.);

E. "use of a tobacco product" means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device)~~the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;~~
2. the ~~inhaling or~~ chewing of a tobacco product;
3. the placing of a tobacco product within a person's mouth.;
4. ~~(-) the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.~~

~~[ ] The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco and tobacco products, the Board prohibits the use (x ), consumption, display, activation, promotion, or sale (x ), or possession, ~~[END OF OPTIONS]~~ of tobacco products or tobacco substitute products at all times (x ) (twenty-four hours a day, seven days a week) ~~[END OF OPTION]~~ within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- A. (x ) school grounds,
- B. (x ) athletic facilities,
- C. (x ) any school-related event,
- D. (x ) on or off Board premises,
- E. ~~(-) except at designated times (-), and in designated areas as defined in statute.~~

~~[ ] It is allowable for possession or use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation or dependence product and is being marketed and sold solely for such an approved purpose.~~

~~[ ] Tobacco products may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly scheduled school hours.~~

~~[ ] Tobacco products may be used at nondistrict special events held during nonschool hours with no students present and with the permission of the Superintendent. The special eventspecial events supervisor shall submit a written request and justification to permit smoking at the event. The Superintendent may deny permission.~~

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school or District-owned vehicles, or at school or District-sponsored events. ~~Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.~~

No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

Tobacco companies/products may not sponsor any school activity or project.

### **Enforcement**

Violations of this policy may result in removal from school property or from the school activity in accordance with Policy 9150 – School Visitors.

The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

### **Exceptions**

It shall not be considered a violation of this policy:

- A. for any person to possess or provide to any other person (but not inhale or ingest) Traditional tobacco products (excluding electronic smoking devices) as part of an Indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice;
- B. for Traditional tobacco products to be burned (but not inhaled or ingested) as part of an educational experience related to Indigenous tobacco practices, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators; or
- C. for tobacco products to be displayed (but not used, inhaled, or ingested) in an instructional activity related to tobacco product education for employees, administrators, and parents or guardians, but not students, provided that the activity is conducted by an employee or an approved visitor and that it has been pre-approved by administrators.

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Legal                      M.C.L. 333.12601 et seq.  
                                  M.C.L. 380.1170  
                                  M.C.L. 750.473  
                                  20 U.S.C. 6081 et seq.  
                                  MDE Board Policy on 24/7 Tobacco-Free Schools  
                                  U.S.D.O.E. Memorandum, 1995

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Copy of WEB CONTENT, SERVICES AND APPS
Code	po7540.02
Status	
Adopted	January 1, 2003
Last Revised	June 7, 2017

7540.02 - **WEB CONTENT, SERVICES AND APPS**

Creating Web Pages/~~Sites~~Websites/Services and Apps

The Board of Education authorizes staff members to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers (i.e., servers the Board pays to use or otherwise sanctions the use of) and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children’s Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children’s Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board’s Mission Statement and staff- created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

~~The purpose of such web sites~~The purpose of content, apps, and services **covered by this policy** is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

**A. Educate**

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

**B. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

**C. Communicate**

Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and ~~the~~ School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web page/site, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own web site (e.g., www.vbisd.org) that employees are required to use for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites ~~(including, but not limited to, their Facebook or MySpace pages)~~ **(including, but not limited to, their Facebook, Instagram, Pinterest pages, YouTube Channel(s), or TikTok sites)** to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates a web page/site related to his/her class, it must be hosted on the Board's server.

Unless the ~~web page/site~~ content, apps, and services ~~contain~~ **contains** student personally identifiable information, Board web sites that are created by students and/or staff members that are posted on the Internet should not be ~~password-protected~~ password-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other web site users will generally be given full access to the sites created pursuant to this policy.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

~~School web sites must be located on Board-affiliated servers.~~ The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers.

~~The Superintendent shall prepare administrative guidelines defining the standards permissible for web site use.~~ The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and web services by staff **(x)** and students

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

~~Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.~~ In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board.

Likewise, prior written permission from a student (who is eighteen <sup>(18)</sup> years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.

## Instructional Use of Web Services and Apps

~~The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.~~

~~A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Administrator of Technology that the web service or app has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), the Student Online Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.~~

~~Prior written parental permission is necessary for a student to be identified by name on the Board's website.~~

### C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

This policy reflects the Board's commitment and ~~The District adopts this policy to fulfill this commitment and affirm its~~ intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, ~~and~~ Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects.

#### 1. Technical Standards

The District will adhere to the technical standards of compliance identified at [www.vbisd.org](http://www.vbisd.org) ~~\_\_\_\_\_~~ **[insert link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.1 ~~Level \_\_\_\_\_~~, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. ~~( ) \_\_\_\_\_~~ **[insert another acceptable standard selected by the District - e.g., the Section 508 Information and Communication Technology Accessibility Standards published by the U.S. Access Board, which serves as the standards the Federal government uses for its own websites.**

**[DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in September 2022; a final version of WCAG 2.2 is expected to be released in early 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies OCR recommends WCAG 2.0 Level AA.]**

#### 2. Web Accessibility Coordinator

The Board designates its ~~( ) Section 504/ADA Compliance Coordinator(s)~~ **( x ) Technology Director ( ) \_\_\_\_\_** **[END OF OPTIONS]** as the District's Web Accessibility Coordinator(s). That individual(s) is/are ~~is~~ responsible for coordinating and implementing this policy.

**[SELECT OPTION #1 OR #2]**

**[ ] [OPTION #1]**

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

**[ x ] [OPTION #2]**

The District's Web Accessibility Coordinator(s) can be reached at:

**[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]**  
Technology Director 269-674-8091

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**{END OF OPTIONS}**

### 3. Third Party Content

Links included on the Board’s website(s) or web services and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator(s) or designee ~~Coordinator or his/her designees~~ will vet online content available on its website(s), apps, and services that are ~~that is~~ related to the District’s programs, benefits, and/or services for compliance with this criteria for all new content published on the District's website(s), apps, and services after adoption of this policy ~~placed on the District's website after adoption of this policy~~.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board’s website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District’s program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate ~~not contain age-appropriate advertisements that are~~ consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

### 4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

**{ } {OPTION}**

~~This audit will occur no less than once every two (2) years.~~

**{END OF OPTION}**

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

### 5. Reporting Concerns or Possible Violations

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title III ~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~

### D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

**{SELECT OPTION #1 or #2}**

**{ } {OPTION #1}**

The Board requires the ~~( ) Superintendent ( ) \_\_\_\_\_~~ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) ~~( )~~ and Section 504 and the ADA.

**[END OF OPTION #1]**

**x ] [OPTION #2]**

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the ~~( ) Superintendent (x ) Administrator of Technology~~ Technology Director \_\_\_\_\_ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) ~~( )~~ and Section 504 and the ADA.

**[END OF OPTION #2]**

The Board further requires ~~( )~~ the use of a Board-issued e-mail address in the login process ~~( ) prior written parental permission for a student seventeen (17) years of age or younger to use the to use a student's personal e-mail address in the login process.~~

#### E. Training

The District will provide ~~( )~~ annual ~~( )~~ periodic training for its employees who are responsible for creating web content or distributing information online ~~or distributing information with online content~~ so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of ~~design,~~ documents and multimedia content.

#### F. One-Way Communication Using District Website(s), ~~Content,~~ Apps, and Services

The Board approves the use of its website(s)/web pages ~~The District is authorized to use web pages/sites,~~ apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/websites, apps, and web services to be one-way communication, public comments are not solicited or desired, and the website(s), apps, or services ~~are website, app or web service is~~ to be considered a nonpublic forum.

If the District uses an app and/or ~~web~~ service that does not allow the District to block or deactivate public comments ~~(e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies),~~ the District's use of that app and/or service ~~apps and web service~~ will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

**[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]**

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Revised 12/3/14

Revised 1/4/17

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Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	July 11, 2001
Last Revised	January 3, 2018

**Revised Policy - Vol. 37, No. 2**

**7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt ~~As a result, educators are continually adapting~~ their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") ~~vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100)~~ to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated ~~limited~~ educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner ~~by principles~~ consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board owned property or at a Board sponsored activity~~ (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).~~ Because its Information & Technology Resources are not unlimited, the Board may institute ~~has also instituted~~ restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students ~~Users~~ have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity) ~~when using the District's computer network and/or Internet connection).~~

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board implements ~~has implemented~~ technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA ~~the Children's Internet Protection Act~~. Any student who attempts to disable the technology protection measures will be disciplined ~~subject to discipline~~.

The Superintendent or \_\_\_\_\_ Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently ~~inappropriately~~ blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps ~~and/or resources on the Internet~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content ~~information and communications~~ that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response ~~instruction for their students regarding the appropriate use of technology and online safety and security as specified above.~~ Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. ~~[END OF OPTION]~~

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All students who use users of District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures  including, but not limited to, the use of multi-factored authentication for which they have been trained ~~[END OF OPTION]~~. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, ~~and~~ individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments.  Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps, ~~including mobile applications/apps that will be utilized by the student for educational purposes.~~ ~~[END OF OPTION]~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because ~~communications classrooms, school hallways, and other school premises and school sponsored events. Communications~~ on the Internet are often public in nature, ~~general.~~ General school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~[NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional this language be added to this policy.]~~

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. ~~[END OF OPTION]~~

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and \_\_\_\_\_ Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
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Status	
Adopted	January 1, 2003
Last Revised	April 3, 2019

**Revised Policy - Vol. 37, No. 2**

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") ~~As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100)~~ to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its ~~stated limited~~ educational purpose.

The Board regulates the use of District Information & Technology ~~and Information~~ Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines ( **x** ), Policy 7544 and AG 7544 **[END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the staff's ~~staffs'~~ use of the District's Information & Technology ~~and Information~~ Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity~~ (see Policy 7530.02).

**~~[DRAFTING NOTE: Choose the option in the preceding paragraph if above if the Superintendent recommends and the Board adopts Policy 7544.]~~**

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers. ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment,~~

~~theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.~~

~~Staff members~~Users have no right or expectation to privacy when using District Information & Technology ~~and Information~~ Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity ~~when using the District's computer network and/or Internet connection~~).

Staff are expected to ~~use~~utilize District Information & Technology ~~and Information~~ Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource-sharing~~resource sharing~~, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. ~~The Internet connects computers and users in the District with computers and users worldwide.~~ Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with ~~other people from~~ throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members~~The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity~~ to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps,~~access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.~~

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIP~~the Children's Internet Protection Act~~. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined~~subject to disciplinary action~~, up to and including termination.

The Superintendent or \_\_\_\_\_ Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material; if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **( x )** The Superintendent or \_\_\_\_\_ ~~may~~ Director of Technology also disable the technology protection measures to enable access for bona fide research or other lawful purposes. ~~[END OF OPTION]~~

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school. ~~Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.~~

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. ~~[END OF OPTION]~~

The disclosure of personally identifiable information about students online is prohibited.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology~~ All staff members who use District Information & Technology Resources are required to sign a written or electronic agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures (x ) including, but not limited to, the use of multi-factored authentication (MFA), ~~[END OF OPTION]~~ for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Staff will be assigned a District-provided school e-mail address that they are required to use ~~utilize~~ for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. ~~[END OF OPTION]~~

With prior approval from the ~~Superintendent or~~ \_\_\_\_\_ Director of Technology, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services/apps that the student will use, ~~including mobile applications/apps that will be utilized by the students~~ for educational purposes under the teacher's supervision. ~~[END OF OPTION]~~

Staff members are responsible for good behavior when using District Information & Technology ~~and Information~~ Resources - i.e., behavior comparable to that expected when they are in physical ~~classrooms, school buildings, and at school-sponsored events.~~ classrooms, school hallways, and other school premises and school-sponsored events. Communications on

the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines (x ) and Policy 7544 and its accompanying procedure. ~~[END OF OPTION].~~

~~[DRAFTING NOTE: Choose the preceding option if the Superintendent recommends and the Board adopts Policy 7544.]~~

~~[NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]~~

~~[x ] Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. [END OF OPTION]~~

~~[x ] Staff membermembers' use of District Information & Technology Resourcesresources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure. [END OF OPTION]~~

~~[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]~~

~~[x ] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. [END OF OPTION]~~

~~[ ] [AI/NLP TOOLS OPTIONAL LANGUAGE]~~

### ~~Use of Artificial Intelligence/Natural Language Processing Tools~~

~~Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.). General school rules for behavior and communication apply.~~

~~With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

- ~~A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

- B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments—e.g., scientific experiments and marketing research.~~
- C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~
- D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~
- E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text to speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

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

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology ~~and Information~~ Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and \_\_\_\_\_ Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff member ~~members'~~ use of District Information & Technology ~~and Information~~ Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality ~~and/or laws or~~ privacy laws related to the disclosure of student or employee personally identifiable ~~confidential employee~~ information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 – 54.523

Book	Policy Manual
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Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION SECURITY
Code	po8305
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Adopted	June 7, 2017

**Revised Policy - Vol. 37, No. 2**

**8305 - INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100) ~~and Information Resources.~~

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (x), as well as contractors, vendors, and their employees, ~~[END OF OPTION]~~ granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, him/her or how they apply to them, him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can ~~authorized to develop procedures that would~~ be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable ~~personally-identifiable~~ information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are ~~the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be~~ responsible for the security protocols.

Third Party ~~Third party~~ contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained ~~retain~~ by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined ~~the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed~~, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined ~~AGs will be subject to disciplinary action~~, up to and including expulsion, and/or referral to law enforcement. ( x ) Contractors/vendors who violate this Policy and/or its related administrative guidelines ~~AGs~~ may face termination of their business relationships with and/or legal action by the District. ~~[END OF OPTION]~~ Parents and visitors who violate this Policy and/or its related administrative guidelines ~~AGs~~ may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct ~~( ) an annual~~ ( x ) a periodic ~~[END OF OPTION]~~ assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION MANAGEMENT
Code	po8315
Status	
Adopted	May 5, 2010

**Revised Policy - Vol. 37, No. 2**

**8315 - INFORMATION MANAGEMENT**

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule". In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule". The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements. Failure to comply with a Litigation Hold notice (x) may ~~( ) shall~~ **[END OF OPTION]** result in disciplined disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" include:

- A. when the Board has specific information and/or written notice from a parent/guardian, student, or another person representing the parent/guardian or student ~~an individual, parent or student~~ of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees, or agents at an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim filed against the Board, its members, employees or agents;

- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation involving ~~against~~ that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

## Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet-to-be-created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational services/apps), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT). ~~"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.~~

"Electronic media" includes, but is not limited to, computer hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm ~~micro-film~~, backup tapes, cassette tapes, cartridges, etc.), accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ("PDAs" - including Palm, Blackberry), etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future; ~~laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.~~

### **Initiation and Removal of a "Litigation Hold"**

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," the Superintendent ~~or the~~ Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent **( x )** may ~~( )~~ will **[END OF OPTION]** utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in the implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed/withdrawn by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" once the "Litigation Hold" is removed/withdrawn.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

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Legal

Federal Rules of Civil Procedure 34, 37(f)

Book	Policy Manual
Section	Board Review 37.2
Title	Copy of ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	February 5, 2014
Last Revised	July 1, 2015

**8390 - ANIMALS ON DISTRICT PROPERTY**

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

**Definitions**

A. **"Animal"**: ~~includes every vertebrate other than a human.~~  
 Includes any living creature that is not a human being.

B. **"Service animal"**: ~~pursuant to 28 C.F.R. Section 35.104~~ Pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

C. (x) **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104.

D. (x) **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).

#### ~~Non-Service Animals in Schools and Elsewhere on District Property~~

~~Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.~~

~~Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:~~

~~A. the staff member seeking approval to have a non-service animal in his/her classroom shall:~~

- ~~1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;~~
- ~~2. take precautions deemed necessary to protect the health and safety of students and other staff;~~
- ~~3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,~~
- ~~4. keep the surrounding areas in a clean and sanitary condition at all times;~~

~~B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.~~

~~Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.~~

#### Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

#### Removing and/or Excluding a Student's Service Animal

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property. Similarly, in instances when the service animal has demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her their parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

#### Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her their service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and his/her their parents, or eligible student, and the handler, is s/he is someone other than the student, shall meet with the Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Principal, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her their parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

#### Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ~~ADA-mandated~~ADA-mandated interactive process.

#### Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by ~~his/her~~their service animal in accordance with Policy 9160 - Public Attendance at School Events.

#### **Non-Service Animals in Schools and Elsewhere on District Property**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
  1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  2. take precautions deemed necessary to protect the health and safety of students and other staff;
  3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
  4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

#### **[ x ] [OPTIONAL LANGUAGE]**

#### **Emotional Support Animals for Students**

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ~~( ) The Superintendent may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students. [END OF OPTION]~~

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the ( x ) Superintendent ~~( ) [OTHER] \_\_\_\_\_ [END OF OPTION]~~. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONAL LANGUAGE]**

**[x ] [OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]**

**Therapy Dogs**

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the (x ) Superintendent ( ) building principal ( ) ~~[OTHER]~~ ~~\_\_\_\_\_~~ ~~[END OF OPTIONS]~~, provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the (x ) Superintendent ( ) ~~[OTHER]~~ ~~\_\_\_\_\_~~. ~~Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.~~

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

~~28 C.F.R. 36.10435.104~~  
Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)  
The Americans with Disabilities Act, as amended (ADA)  
The Individuals with Disabilities Education Improvement Act (IDEIA)

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Legal                                    28 C.F.R. 35.104  
Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)  
The Americans with Disabilities Act, as amended (ADA)  
The Individuals with Disabilities Education Improvement Act (IDEIA)

Book	Policy Manual
Section	Board Review 37.2
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
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Last Revised	June 7, 2017

8400 - **SCHOOL SAFETY INFORMATION**

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s), and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

~~Annually, the Van Buren ISD shall convene a meeting for the purpose of reviewing the provisions of the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing~~ The Superintendent shall ensure continued implementation and compliance with the District's obligations under the Statewide School Safety Information Policy and related law. The Superintendent may convene meetings to make modifications as deemed necessary and proper to address issues that are unique to the District; discuss additional training that might be needed; and discuss additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board of Education, the County Prosecutor or his/her designee, and representatives from the local law enforcement agency. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. teachers:

- F. parents;
- G. representative(s) from emergency medical services;
- H. representative(s) from county emergency management service agency;
- I. School Resource Officer;
- J. representatives from other school districts within the Van Buren ISD.

The Superintendent shall make a report to the Board about this annual review and recommend the approval and adoption of any proposed revisions or additions to local policy. **[x ]** The Board encourages regular meetings, preferably annually, among the above-listed constituents to review the effectiveness and to review the procedures developed within local policy..

District Contact Person

Furthermore, in accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials. The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who ~~with~~ the principal determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and related law and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's ~~School Safety Information Policy Agreement~~ local school safety information policy, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least once each annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. ~~gang-related~~ gang-related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

#### Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent and/or principal to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

#### Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis and when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining ~~that~~ what types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

#### Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

Revised 12/6/00

Revised 7/11/01

Revised 3/2/05

Revised 6/7/06

Revised 1/10/07

Revised 7/1/15

Revised 12/2/15

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Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001

M.C.L. 380.1308 and 380.1310a, 771.2a

Book	Policy Manual
Section	Board Review 37.2 - Tobacco
Title	Copy of PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	
Adopted	February 23, 1996
Last Revised	February 5, 2014

**9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes the attendance of members of the community at public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390)

~~1-~~ Smoking and/or the use of tobacco products and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine) in addition to papers used to roll cigarettes, and/or

smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Policy 7434).

Such prohibition also applies to:

- A  school grounds,;
- F  any school-related event,;

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the appropriate administrator, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

Revised 6/2/99

Revised 11/3/10

Revised 10/5/11

Revised 4/11/12

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Book	Policy Manual
Section	Board Review 37.2 - Technology
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	August 1, 2012

#### 9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

##### A. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

##### B. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.  
The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

#### General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property **(x)**, including the District's website :

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non- proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. To the extent feasible, each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. The Superintendent or designee is responsible for screening all advertising **(x)** unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines.
- N. The Superintendent or designee may require that samples of advertising be made available for inspection.
- O. The inclusion of advertisements in School District publications, in School District facilities, or on school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- P. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Advertising revenues must be properly reported and accounted for.

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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON SUPERINTENDENT  
**RE:** APPROVAL OF POLICIES – SECOND READING

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***RESOLVED***, that the Board of Education approve the following policies as presented for first reading:

<i>Policy 0144.1</i>	<i>Compensation</i>
<i>Policy 6108</i>	<i>Authorization to Use Electronic Fund Transfers - New</i>
<i>Policy 6460</i>	<i>Vendor Relations</i>
<i>Policy 6700</i>	<i>Fair Labor Standards Act (FSLA)</i>
<i>Policy 7440.01</i>	<i>Small Unmanned Aircraft Systems</i>
<i>Policy 9150</i>	<i>School Visitors</i>

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of COMPENSATION
Code	po0144.1
Status	
Adopted	February 23, 1996
Last Revised	July 6, 2005

**0144.1 - COMPENSATION**

Board members shall receive not more than \$ 30 per meeting per meeting up to a total of fifty-two (52) meetings (including committee meetings) as compensation for their services. Any proposed increase in the amount of compensation must be approved by a majority vote of the Board in accordance with procedures established in statute. Expenses of a Board member shall be reimbursed when incurred in the performance of the Board member's ~~his/her~~ duties, as authorized by the Board and duly vouchered. Any expense paid for or reimbursed by the District for out of State travel must be approved by the Board.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

A. In addition to activities listed in this section, the following activities will also be reimbursed to each Board member up to fifty-two (52) meetings per year.

1. Meetings with the Superintendent (when called by the Superintendent or Board member). Not more than two (2) Board members will be present at these meetings.
2. Award ceremonies requesting VBISD representation.
3. All community activities requiring Board invitation.
4. Special events requesting VBISD representation.

B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.

C. Attendance at Board approved conferences should be at the location closest to the District.

D. Purchase of any printed to other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$60.

E. When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

F. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement. Board approval is required for all travel.

Board members shall not accept any money, goods, or services with a value in excess of the amount established annually by the State Department of Instruction (\$44 within any one (1) month period as of December 31, 2004) from any person who does business or seeks to do business of any kind with the District.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

Revised 10/2/96

Revised 3/2/05

Revised 5/4/05

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Legal	M.C.L. 380.634
	M.C.L. 380.621, 380.1254

Book Policy Manual  
Section Board Review 37.1  
Title Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS  
Code po6108  
Status

**NEW POLICY - VOL. 37, NO. 1**

**6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS**

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

**Definitions**

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

**ACH Transactions and Arrangements**

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

**Internal Controls**

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board. ACH invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

**[X ]** The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.

M.C.L. 124.301 - 124.305

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Legal M.C.L. 124.301 - 124.305

Book Policy Manual  
Section Board Review 37.1  
Title Copy of VENDOR RELATIONS  
Code po6460  
Status  
Adopted February 23, 1996

#### 6460 - VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which ~~the persons/they~~ is the author and which has been properly approved for use in the schools of this District. For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L.A. 15.321 et. seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might be reasonably deemed to influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

#### ~~Preferred Vendors for Non-District Purchases~~

~~The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students. To select a preferred vendor, the Superintendent or purchasing agent must solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection p~~

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Legal M.C.L.A. 15.321 et seq.

Book Policy Manual  
 Section Board Review 37.1  
 Title Copy of FAIR LABOR STANDARDS ACT (FLSA)  
 Code po6700  
 Status  
 Adopted December 17, 2005

**6700 - FAIR LABOR STANDARDS ACT (FLSA)**

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

The work week is established as Sunday to Saturday.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to **their/his/her** salary, the employee should immediately report this information to the Superintendent, Director of Finance, or **their/his/her** immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

**Reasonable Break Time for Nursing Mothers**

**As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed their infants by providing additional unpaid reasonable break time, as necessary, for a qualified employee to express breast milk for their nursing child, for one (1) year after the child's birth, on District premises.**

**Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.**

**The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view.**

**An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.**

**Notice**

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website .

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal 29 C.F.R. Part 541  
 29 U.S.C. 201 et seq.

Legal 29 U.S.C. 201 et seq.  
 29 C.F.R. Part 541

Book Policy Manual  
 Section Board Review 37.1  
 Title Vol. 37, No. 1 - September 2022 Revised (Legal Code) SMALL UNMANNED AIRCRAFT SYSTEMS  
 Code po7440.03  
 Status

**REVISED POLICY (LEGAL CODE) - VOL. 37, NO. 1**

**7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

**[X ] [OPTION 1]**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy (~~X~~) may be ( ) shall be [END OF OPTION] referred to local law enforcement.

**[END OF OPTION 1]**

~~OR~~

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

~~The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.~~

~~The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.~~

~~To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.~~

~~A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG \_\_\_\_\_)~~

~~Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG \_\_\_\_\_ may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.~~

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

**86 FR 4314**

14 C.F.R. Part 107

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Legal 86 FR 4314  
 14 C.F.R. Part 107

Book	Policy Manual
Section	Board Review 37.1
Title	Copy of SCHOOL VISITORS
Code	po9150
Status	
Adopted	February 23, 1996
Last Revised	October 5, 2011

9150 - **SCHOOL VISITORS**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

The Superintendent or the director/principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the director/principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

**Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.**

~~[ ] Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed including, but not limited to, the following: must have prior permission, must check-in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.~~

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of **their/his/her** child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members are encouraged to visit programs or facilities on an unofficial basis. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a facility or program, a Board member observes a situation or condition which causes concern, **the Board members/he** should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Revised 7/11/07

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C. Approval of Addition School Social Worker Days (**ROLL CALL VOTE**)

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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** **APPROVAL OF SCHOOL SOCIAL WORK DAYS**

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**BACKGROUND:**

The VBISD has a four-day School Social Work opening due to a staff member relocation. There is a need to increase this position 1 day per week to create a full time position to (a) address increased student needs, and (2) to create a full time position, which will have a better likelihood of being filled.

**RECOMMENDATION:**

***RESOLVED*** that the Board of Education approves one (1) additional day per week of School Social Work services.

D. Approval of Salary Increase for Van Buren Tech Administrator (**ROLL  
CALL VOTE**)

155

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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** **APPROVAL OF SALARY INCREASE FOR VAN BUREN TECH ADMINISTRATOR**

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### **REVIEW**

As part of the hiring negotiations process for her current administrator position at Van Buren Tech, it was agreed that Andrea Robinson would receive a \$2,000 increase in pay at the end of her first year, under the condition that she received a highly effective evaluation rating.

### **OVERVIEW**

At the end of her first year (2021-22) as an administrator at Van Buren Tech, Andrea Robinson received a highly effective evaluation rating. A payroll authorization was submitted on August 10, 2022 for her to receive her negotiated raise. At that time, it was not clear that administrative stipends needed board approval and the request was never brought to the board for approval until now

### **RESOLUTION**

**THEREFORE, BE IT RESOLVED**, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Director/Principal, approve the payment of a \$2000 raise for Andrea Robinson per the conditions set forth in her original hiring agreement.

E. Approval of Purchase of Furniture for Bert Goens Learning Center  
**(ROLL CALL VOTE)**

157

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**MEMO**

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE: APPROVAL OF FURNITURE FOR THE BERT GOENS LEARNING CENTER**

The Special Education Department solicited competitive bids for the purchase of furniture as a part of the renovation at the Bert Goens Learning Center to improve the environment across the school for students and staff.

Two bids were received and opened on April 4, 2023. After reviewing the proposals, it is recommended that the VBISD accept the bid from John DeNeef Corporation located in Allegan.

The reason for this recommendation is that the John DeNeef Corporation constructs the furniture to suit the specific needs of the space using higher quality materials (e.g., double sided lamination) than what is available via a catalog order.

<b>COMPANY</b>	<b>TOTAL PRICE</b>
Michigan Office Environments	\$132,184.40
John DeNeef Corporation	\$133,295.00*

\*less 1% discount if paid within 10 days

**RESOLVED**, that the Board of Education accepts the bid from John DeNeef Corporation to purchase needed furniture for the Bert Goens Learning Center at a cost of \$133,295.00.



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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR  
**RE:** APPROVAL OF EMPLOYMENT OF NEW STAFF

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### **BACKGROUND**

Following is a list of new staff, their position, salary and start date. Copies of resumes are attached.

<b><u>Special Education</u></b>	<b><u>Salary</u></b>	<b><u>Sign-On Bonus</u></b>	<b><u>Start Date</u></b>
*Amanda Rivas, School Nurse	\$71,285.36	\$1,500.00	3/22/23
*Kristen LaDuke, Part-Time Physical Therapist	\$75,579.00		4/17/23
*Sara May, School Social Worker	\$71,698.00	\$1,500.00	4/17/23

*\*Salary will be prorated based on start date*

### **RECOMMENDATION**

**Resolved** that the Board of Education approve the employment of the staff listed above.



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## MEMO

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**DATE:** APRIL 12, 2023  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** **STAFF RETIREMENTS/RESIGNATIONS**

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### **BACKGROUND**

Following is a list of retirements and resignations. Copies of letters are attached.

<b><u>Name</u></b>	<b><u>Resignation/Retirement Date</u></b>
Terry Anserello, School Psychologist	Retirement - 5-13-2023
Randy Hood, Supervisor, Bus Mechanics	Retirement - 6-30-2023
Lanna Gawel, Special Education RR Teacher	Retirement - 6-30-2023
Melissa Galvan, Mental Health Clinician	Resignation - 4-10-2023
Nancy VanHoeven, Instructor, Integrated Math	Retirement - 6-30-2023
Chris Garzella, Instructor, Construction Trades	Resignation - 8-01-2023

### **RECOMMENDATION**

***Resolved*** that the Board of Education accept the resignation and retirements of the staff listed above.

Attachments

#### IV. OTHER BUSINESS

##### A. Adjournment

##### 1. Motion to Adjourn Meeting (**VOICE VOTE**)

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.