

**DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - NOVEMBER 20, 2023 - 5:30 P.M.**

- I. Opening of Meeting**
 - A. Pledge of Allegiance**
 - B. Call to Order**
 - C. Roll Call**
- II. Recommendation to adopt Agenda**
- III. Public Comment**
- IV. Consent Agenda - Recommendation to approve the following:**
 - A. Regular Board Meeting Minutes (previous month)**
 - B. Financial Statements through the previous month**
 - C. Checks written in the previous month**
- V. Reports**
 - A. Superintendent**
 - B. MS/HS Principal**
 - C. Business Manager: overview of audit**
- VI. Action and Discussion Items**
 - A. Recommendation to approve audit report as provided by Hungerford Nichols.**
 - B. Recommendation to approve the hire of Quin Shankleton as facilities director.**
 - C. Discussion of 2023 NEOLA fall policy updates: materials provided for First Reading.**
 - D. Recommendation to go into closed session to discuss the periodic evaluation of the superintendent (as requested by superintendent).**
- VII. Adjournment**

-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 comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

**DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - OCTOBER 16, 2023 - 5:30 P.M.**

- I. Opening of Meeting
 - A. Pledge of Allegiance
 - B. Call to Order - 5:32 pm
 - C. Roll Call
 - Board Members: Steve LeClaire, Donna Engman, Dallas Bond, David Maki, Christine Halkola, Angela Keranen, Jen Stout entered at 5:37 pm
 - Administration: Christina Norland (S.I./K-5 Principal), Jesse Kentala (MS/HS Principal),
 - Absent: Tom Sturos (Business Manager)
- II. Recommendation to adopt Agenda
 - Motion by Dallas Bond, support by Donna Engman. Motion carried unanimously.
- III. Public Comment
 - None
- IV. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
 - Motion by Christine Halkola, support by Dallas Bond. Motion carried unanimously.
- V. Reports
 - A. Superintendent
 - B. MS/HS Principal
 - The Board heard the reports.
- VI. Action and Discussion Items
 - A. Recommendation to adopt a resolution to continue to levy 100% of the school property taxes in the summer.
 - Motion by Donna Engman, support by Dallas Bond. Motion carried unanimously.
 - B. Recommendation to approve the hire of Shaun Archambeau as school day custodian.
 - Motion by Donna Engman, support by Christine Halkola. Motion carried unanimously.
 - C. Discussion: use of school building by outside groups.
 - The Board discussed the use of school building by outside groups.
- VII. Old and/or New Business
 - None
- VIII. Adjournment - 6:02 pm
 - Motion by Dallas Bond, support by Donna Engman. Motion carried unanimously.

-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 comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Maki".

Dave Maki (Secretary)

Typed by Danielle Bausano

-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 comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

Dollar Bay - Tamarack City Area Schools
Statement of Revenue and Expenditures
FY: 2023-2024

REVENUE

Major Class-Description	Budget	07/01/23 -		Avail. Bal. %
		10/31/2023	Balance	
100-Local Sources	493,181	405,814	87,367	17.71%
300-State Sources	3,186,203	246,678	2,939,525	92.26%
400-Federal Sources	227,882	25,014	202,868	89.02%
500/600-Other Financing Sources	-	-	-	#DIV/0!
Total Revenue	<u>3,907,266</u>	<u>677,506</u>	<u>3,229,760</u>	<u>82.66%</u>

EXPENDITURES

Major Function - Description	Budget	07/01/23 -		Avail. Bal. %
		10/31/2023	Balance	
100-Instruction				
111-Elementary	940,083	206,616	733,467	78.02%
113-High School	1,118,592	239,120	879,472	78.62%
118-Pre Kindergarten	144,546	33,215	111,331	77.02%
122- Special Education	155,966	44,034	111,932	71.77%
125-Compensatory Education	288,934	41,357	247,577	85.69%
200-Supporting Services		-		
210-Guidance/Truancy	-	-	-	#DIV/0!
219-Other Pupil Support	-	-	-	#DIV/0!
220-Library	29,371	9,957	19,414	66.10%
230-Board of Education	25,950	4,766	21,184	81.63%
230-Executive Admin.	241,386	70,302	171,084	70.88%
240-Principals Office	239,579	71,825	167,754	70.02%
250-Fiscal Services	77,200	25,316	51,884	67.21%
260-Operation & Maintenance	368,115	95,152	272,963	74.15%
270-Pupil Transportation	163,850	13,687	150,163	91.65%
280-Central Support Services - Technology	60,600	18,862	41,738	68.87%
290-Athletics	130,958	12,452	118,506	90.49%
400-Payment to Other Gov. Agency, Facility Acq. And Prior Period Adj.				
450-Facility Acquisition/Improvements	-	-	-	
500/600-Other Financing Sources				
510-Debt Service	-	-	-	
6xx - Outgoing Transfer & Modifications	-	-	-	
Total Expenses	<u>3,985,130</u>	<u>886,661</u>	<u>3,098,469</u>	<u>77.75%</u>
Net Income	<u>(77,864)</u>	<u>(209,155)</u>		

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2554	EFT	Printed	1597	GORDON FOOD SERVICE	\$9,867.38	9/11/23 Credit; 8/30/23 Invoice; 8/28/23 Invoice; 9/4/23 Inv	10/03/2023
2555	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$15,407.96	Payroll - FICA Tax Payable	10/13/2023
2556	EFT	Printed	961	Valic C/O Chase Bank	\$655.94	VALIC ROTH 403(B) (AFTER TAX) (ALL PAYS)	10/13/2023
2557	EFT	Printed	1268	Health Equity	\$1,248.19	Health Savings Account	10/13/2023
2558	EFT	Printed	9	MPERS	\$28,400.38	MIP VOYA DC Record	10/13/2023
2562	EFT	Printed	1527	PCMI - WillSub, INC	\$1,368.01	10/13/23 Payroll	10/12/2023
2563	EFT	Printed	24	State Of Michigan W/H	\$2,674.24	Payroll - State Tax Payable	10/13/2023
2564	EFT	Printed	1597	GORDON FOOD SERVICE	\$2,737.95	10/2/23 Invoice; 10/9/23 Invoice	10/16/2023
2565	EFT	Printed	739	Semco Energy, Inc.	\$460.27	September 2023	10/17/2023
2566	EFT	Printed	1388	Capital One	\$1,242.53	August/September 2023	10/03/2023
2567	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$13,608.02	Payroll - FICA Tax Payable	10/27/2023
2568	EFT	Printed	961	Valic C/O Chase Bank	\$636.38	VALIC ROTH 403(B) (AFTER TAX) (ALL PAYS)	10/27/2023
2569	EFT	Printed	1268	Health Equity	\$1,248.19	Health Savings Account	10/27/2023
2570	EFT	Printed	466	CHARTER COMMUNICATIONS	\$29.99	October 2023	10/01/2023
2571	EFT	Printed	229	Upper Peninsula Power Company	\$3,061.09	September 2023	10/10/2023
2572	EFT	Printed	1597	GORDON FOOD SERVICE	\$4,101.09	10/16/23 Invoice; 10/23/23 Invoice	10/26/2023
2573	EFT	Printed	1527	PCMI - WillSub, INC	\$2,786.85	10/27/23 Payroll	10/26/2023
2574	EFT	Printed	9	MPERS	\$27,820.30	MIP VOYA DC Record	10/27/2023
2576	EFT	Printed	1578	BMO Financial Group	\$4,526.39	September 2023	10/04/2023
2577	EFT	Printed	6	MESSA	\$30,653.63	October 2023; MESSA Insurance Options; MESSA Health Insuranc	10/27/2023
2578	EFT	Printed	1388	Capital One	\$164.97	September/October 2023	10/26/2023
2585	EFT	Printed	24	State Of Michigan W/H	\$2,374.77	Payroll - State Tax Payable	10/27/2023
2597	PAPER	VOID	1401	FAY, ROB	-voided-	Ref 10/4/23 JV/V Girls Volleyball	10/02/2023
2598	PAPER	Printed	1415	MICHALEC, CORY	\$64.68	Ref 10/2/23 JH Girls Basketball	10/02/2023
2599	PAPER	Printed	1530	RUOTSALA, SHANA	\$104.02	Ref 10/4/23 JV/V Girls Volleyball	10/02/2023
2600	PAPER	Printed	1772	KRAMER, JULIA	\$102.94	Ref 10/4/23 JV/V Girls Volleyball	10/03/2023
2601	PAPER	Printed	1464	EWEN TROUT CREEK ATHLETICS	\$125.00	10/4/23 Cross Country Meet	10/06/2023
2602	PAPER	Printed	1490	AMBUEHL, LOU	\$69.96	Ref 10/9/23 JH Girls Basketball	10/09/2023
2603	PAPER	Printed	1750	ISAACSON, BRAD	\$66.36	Ref 10/9/23 JH Girls Basketball	10/09/2023
2604	PAPER	Printed	497	Northern Hardwoods Lumber, LLC	\$411.60	Lumber For Woodshop	10/11/2023
2605	PAPER	Printed	1463	CASH	\$27.00	FALL 2023- Fire Safety Prize Money	10/11/2023
2606	PAPER	Printed	473	Superiorland Library Cooperative	\$479.19	2022/23 final payment State Aid	10/13/2023
2607	PAPER	Printed	650	Upper Pen. Region Of Library Coop., Inc.	\$490.98	UPRLC Shared Costs 4/1/23-6/30/23	10/13/2023
2608	PAPER	Printed	650	Upper Pen. Region Of Library Coop., Inc.	\$490.98	UPRLC Shared Costs 7/1/23-9/30/23	10/13/2023
2609	PAPER	Printed	908	A-1 TOILETS	\$225.00	Toilets For Cross Country Meet	10/16/2023
2610	PAPER	Printed	18	AIRE CARE LLC	\$1,713.59	Repairs To Boiler	10/16/2023
2611	PAPER	Printed	757	COPPER COUNTRY PRINCIPALS ROUNDTABLE	\$60.00	2023-24 Roundtable Dues Jesse Kentala	10/16/2023
2612	PAPER	Printed	128	COUNTRY FRESH GR, DEAN DAIRY	\$1,734.33	September 2023	10/16/2023
2613	PAPER	Printed	756	Hancock Bottling Company	\$62.00	Cups For Athletics	10/16/2023
2614	PAPER	VOID	281	Krist Oil Company, Inc	-voided-	July 2023	10/16/2023
2615	PAPER	Printed	1223	Lamers Bus Lines, Inc.	\$6,666.66	October 2023 Prebiling 2 Of 9	10/16/2023
2616	PAPER	Printed	150	Michigan Technological University	\$350.00	Treadmill	10/16/2023

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2617	PAPER	Printed	748	MOILANEN, SARA	\$15.00	Reimb Fuel 9/25/23	10/16/2023
2618	PAPER	Printed	1324	The Office Planning Group, Inc.	\$295.12	Meter Usage 8/15/23-9/14/23; Meter Usage 8/30/23-9/29/23	10/16/2023
2619	PAPER	Printed	1314	Patrick's Plumbing & Heating, Inc.	\$298.00	Repair Broken Vent Pipe	10/16/2023
2620	PAPER	Printed	188	PERFORMANCE FOODSERVICE	\$1,240.49	9/29/23 Invoice; 10/2/23 Invoice	10/16/2023
2621	PAPER	Printed	1052	SCHOOL SPECIALTY	\$1,478.30	Classroom Supplies; Calculators	10/16/2023
2622	PAPER	Printed	1069	SEG WORKERS COMPENSATION FUND	\$2,353.00	2023-24 Workers Comp Q3	10/16/2023
2623	PAPER	Printed	1594	SWIFTREACH NETWORKS LLC	\$561.75	SwiftK12 8/1/23-7/31/24	10/16/2023
2624	PAPER	Printed	459	Waste Management, Inc	\$1,246.80	September 2023	10/16/2023
2625	PAPER	Printed	1721	COPPERNOLL, ELLEN	\$102.76	Ref 10/16/23 JV/Varsity Girls Volleyball	10/16/2023
2626	PAPER	Printed	1530	RUOTSALA, SHANA	\$104.02	Ref 10/16/23 JV/Varsity Girls Volleyball	10/16/2023
2627	PAPER	Printed	510	Baraga High School	\$75.00	10/16/23-10/17/23 7th Grade Basketball Tournament	10/18/2023
2628	PAPER	Printed	665	Calumet High School	\$75.00	10/17/23 & 10/19/23 8th Grade Basketball Tournament	10/18/2023
2629	PAPER	Printed	1551	EVANS, AMY	\$78.90	Ref 10/19/23 Varsity Girls Volleyball	10/19/2023
2630	PAPER	Printed	1772	KRAMER, JULIA	\$77.94	Ref 10/19/23 Varsity Girls Volleyball	10/19/2023
2631	PAPER	Printed	1723	SCHULTE, RYAN	\$102.76	Ref 10/24/23 JV and V Girls Volleyball Bessmer	10/24/2023
2632	PAPER	Printed	1681	TOKIE, CONNOR	\$103.12	Ref 10/24/23 JV and V Girls Volleyball Bessmer	10/24/2023
2633	PAPER	Printed	730	CCISD	\$175.50	VolP October 2023	10/27/2023
2634	PAPER	Printed	967	Curriculum Associates	\$137.09	Phonics	10/27/2023
2635	PAPER	Printed	1776	EDBLOX INC	\$10,700.00	2023-24 Elevate K-12 Program	10/27/2023
2636	PAPER	Printed	1332	Jim's Music & Teaching Center	\$267.85	Repairs To Clarinet; Repairs To Trombone	10/27/2023
2637	PAPER	Printed	1493	JK Trophies And Awards	\$105.00	Volleyball Trophy	10/27/2023
2638	PAPER	Printed	1324	The Office Planning Group, Inc.	\$175.08	Meter Usage 9/15/23-10/14/23	10/27/2023
2639	PAPER	Printed	464	Osceola Township-Water Fund	\$660.00	August-September 2023	10/27/2023
2640	PAPER	Printed	778	Sayen's Enterprises	\$150.00	Van Rental	10/27/2023
2641	PAPER	Printed	1052	SCHOOL SPECIALTY	\$580.91	Classroom Supplies; Office Supplies	10/27/2023
2642	PAPER	Printed	1552	SUPERIORLAND ELECTRONICS, Inc.	\$680.00	Fire Alarm Monitoring	10/27/2023
2643	PAPER	Printed	650	Upper Pen. Region Of Library Coop., Inc.	\$486.07	Operating Fees 10/1/23-12/31/23	10/27/2023
2644	PAPER	Printed	1634	XEROX CORPORATION	\$431.10	Meter Usage 8/21/23-9/30/23	10/27/2023
2645	PAPER	Printed	1089	BRITZ, ROY	\$68.00	Ref 10/30/23 Varsity Girls Volleyball	10/30/2023
2646	PAPER	Printed	1478	DOW, DAVID	\$68.00	Ref 10/30/23 Varsity Girls Volleyball	10/30/2023
2647	PAPER	Printed	1080	AT&T Mobility	\$159.35	8/12/23-9/11/23	10/30/2023
2648	PAPER	Printed	792	Dollar Bay Linoleum & Tile Co	\$2,987.00	Install Carpet Tile; Carpet Removal	10/30/2023
2649	PAPER	Printed	1052	SCHOOL SPECIALTY	\$460.24	Workstation	10/30/2023
GRAND TOTAL:					75 checks	\$194,817.96	

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
FUND SUMMARY							
					Fund	Amount	
					11	174,768.37	
					25	20,049.59	
						\$194,817.96	

Quin Shankleton

Objective

Dependable, highly motivated individual, with extensive experience and a eye for detail in custodial and maintenance work. Looking for an opportunity to demonstrate my superior skills in your area.

Work Experience

Mechanic/ Shop Laborer

9/22-Present

Salenbien Trucking And Excavating

- *Semi Up keep and maintenance, shop maintenance and cleaning.*

manufacturing labor

7/21-9/22

Dundee Castings

- *Manufacturing labor, sandblasting, shop cleaning, and maintenance*

Custodial/maintenance/kitchen help

12/16-7/21

Britton Deerfield Schools

- *School, maintenance and improvements to grounds, custodial duties, mopping, floor, waxing, painting, cleaning, lawn mowing, putting the flag out daily, cleaning up, cafeteria, after lunchtime, working in kitchen, when needed to prepare food, and serve food, maintain trash, and bathrooms, generally anything needing done in the school setting.*

Education

Graduate 1997

Ida High School

- *Add your content*

Volunteer

Boys 10U Baseball coach for two years for patriot youth sports

D.B. - T.C.

Policy: 02 - Policy Disposition Sheet
Section: Vol. 38, No. 1 - September 2023

Vol. 38, No. 1 - September 2023 Policy Disposition Sheet

DISPOSITION OF NEW/REVISED/REPLACEMENT POLICIES FOR BOARD ADOPTION

Vol. 38, No. 1 - September 2023

Coding for District-Specific Edits

***1** = drafted by District staff

***2** = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

***3** = if the material is copyrighted to someone else from whom the District has secured permission to publish the material

(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po1540 NEW	NO			
po2370.01	Yes			
po7217	Yes			
po7540.03	Yes			
po8305 Technical Correction	Yes			
po8531	Yes			

Adoption Date:

Classification:

Revised Dates: ;

Summaries

BYLAWS AND POLICIES

Policy 1540 - Administrative Staff Reduction/Recalls (New)

This policy has been added to address existing administrative staff reductions/recalls.

Policy 2370.01 - Online/Blended Learning Program (Revised)

This policy has been revised to reflect current online and blended learning rules and requirements, including M.C.L. 388.1621f(14), which allows a district to switch to online learning in certain circumstances for not more than fifteen (15) days. The provision now found at D.2 reflects that M.C.L. 388.1621f(14) specifically permits districts to exempt a fifteen (15) day or less switch from the parental consent requirement.

Policy 7217 - Weapons (Revised)

This policy has been revised to include references to Michigan Supreme Court decisions establishing that schools are not expressly restricted by existing legislature from regulating firearms.

Policy 7540.03 - Student Technology Acceptable Use and Safety (Revised)

This policy has been revised to include optional language addressing artificial intelligence and to include a cross reference to Policy 5500 - Student Conduct.

Policy 8305 - Information Security (Technical Correction)

Technical Correction to include a cross reference to Bylaw 0100 - Definitions.

Policy 8531 - Free and Reduced Price Meals (Revised)

This policy has been revised to address the free meal money allocation statutory policy reference (M.C.L. 388.1630d) that states the district must, to be eligible for the funding, take "all efforts to maximize and implement policies that require parents or guardians to fill out relevant family information..." to determine if they qualify for federal free or reduced cost meal reimbursement. In addition, the policy has been revised to included the stigma language moved from AG 8500D - Procedure for the Collection and Payment for Charged Meals.

7
NO - not applicable to small schools

Policy: po1540
Section: Vol. 38, No. 1 - September 2023

Vol. 38, No. 1 - September 2023 New ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Legal References:

PA 102, 2011
M.C.L. 380.1248

Vol. 38, No. 1 - September 2023 Revised ONLINE/BLENDED LEARNING PROGRAM

Revised Policy - Vol. 38, No. 1

2370.01 - ONLINE/BLENDED LEARNING PROGRAM

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

A. Definitions

1. **Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in:

() ~~K through twelve~~ (12).

~~Grades six (6) through twelve (12).~~

(☒) Grades **6-12**.

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

6-12
CHANGE TO GRADES
INSTEAD OF 9-12

C. Student Eligibility

1. ~~Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:~~
 - a. ~~The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
 - b. ~~The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~
2. ~~Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
 - a. ~~() Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.~~
 - b. ~~(X) Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.~~
 - c. ~~(X) Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.~~
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.
3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:
 - a. The District has determined that it is in the best interest of the student.
 - b. The student agrees with the recommendation of the District.
4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O- B shall be followed and seat time waivers obtained.
5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan Virtual Universityvirtual-university.

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

- a. The student is enrolled in any of grades K to five (5).
- b. The student has previously gained the credits provided from the completion of the online course.
- c. The online course is not capable of generating academic credit.
- d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
- e. The student has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
- f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student in finding to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
- g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
- h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
- i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

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

7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. ~~Nonresident~~ Applicants

1. ~~The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.~~
2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
4. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

F. Requirements Specific to Online Learning Courses

To offer an online course, the District must:

1. Provide the Michigan ~~Virtual University~~ virtual university with the course syllabus in a form and method prescribed by the Michigan ~~Virtual University~~ virtual university for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, ~~as described in section 8,~~ and a link to the State-wide catalog of online courses maintained by the Michigan ~~Virtual University~~ virtual university.
3. Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. Online Course Syllabus

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.

7. Online course learning outcomes and objectives.
8. Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record online instructor.
10. The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the District in the online course. This may include limiting enrollment to students enrolled in the District.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University virtual university.

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

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

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Legal References:

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

Vol. 38, No. 1 - September 2023 Revised WEAPONS

Revised Policy - Vol. 38, No. 1

7217 - WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

DRAFTING NOTE: The next two (2) paragraphs are optional language offered for Districts that desire to prohibit open carry by Concealed Pistol License ("CPL") holders. ~~As previously indicated in the 2015 Legal Overview, because of the unsettled state of the law between a District's right and obligation to provide for a safe and productive school environment for students and staff and the rights of CPL holders to open carry in every public space not specifically prohibited by law, NEOLA cannot and does not warrant the optional policy versions against legal challenge.~~

☒ The Board has a constitutional and statutory obligation to provide a free and appropriate education to all students who qualify. This includes the obligation to provide a safe and secure learning environment. The presence of dangerous weapons on school property or at ~~school-sponsored~~ ~~school-sponsored~~ events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff, and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

The Board, therefore, ~~prohibits~~ ~~concludes that prohibiting~~ weapons on school property and at ~~school-sponsored~~ ~~school-sponsored~~ events ~~due to~~ ~~its~~ reasonably related ~~to~~ legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process.

[END OF OPTION]

Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered ~~guns~~ ~~guns~~, (whether loaded or unloaded), that will expel a BB, pellet, or ~~paintball~~ ~~paint balls~~ knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

DRAFTING NOTE: The following language is also optional and should not be selected unless the district also selected the optional language above.]

☒ This prohibition applies regardless of whether the visitor is otherwise authorized by law to possess the weapon, including if the visitor holds a concealed weapons permit. **[END OF OPTIONAL PROHIBITION]**

☒ **[BEGINNING OF OPTIONS]** The following are the exceptions to this policy:

- A. ☒ weapons under the control of law enforcement personnel;
- B. ☒ items approved by a principal as part of a class or individual presentation under adult supervision if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. ☒ theatrical props that do not meet the definition of "weapon" above, used in appropriate settings;
- D. ☒ starter pistols used in appropriate sporting events;
- E. ☒ firearms that are lawfully stored inside a locked vehicle in school parking areas, if the District adopts appropriate safeguards to provide for student safety. **[END OF OPTIONS]**

These restrictions shall not apply in the following circumstances to persons who are also properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school ~~property~~ property, if the parent or legal guardians ~~he~~ is dropping the student off at the school or picking up the student from the ~~school~~ school and any person may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or ~~sheriff~~ sheriffs reserve or auxiliary officer, ~~or~~ a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, ~~or~~ a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, ~~or~~ a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, ~~or~~ a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

☒ The Superintendent shall take the necessary steps to prosecute for a violation of the Weapon-Free School Zone.

☒ In the event that a visitor violates this policy and refuses to leave the property or take other action as directed by the administrator, the administration is directed to immediately initiate a lockdown of the affected school or area, consistent with the lockdown procedures set out in ~~that~~ Policy 8420. There are no exceptions to this mandate.

ADMINISTRATION

~~4~~ The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any steps necessary to exclude the visitor from Board property and Board-sponsored events.

18 U.S.C. 922

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141(g)

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

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Legal References:

18 U.S.C. 922

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141(g)

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

Vol. 38, No. 1 - September 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Revised Policy - Vol. 38, No. 1

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects 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 Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") 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 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 educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner 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 (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. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students 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).

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 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.

ADMINISTRATION

All students who use 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)

7540 TO
POLICY 7540

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-factor 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.

[X] 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, 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. **[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 on the Internet are often public in nature, 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 language be added to this policy.]

[X] ~~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]**~~

X Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students 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, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can 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 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 such resources 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 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~~ ^{ADMINISTRATION} ~~as~~ ^{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.

Cross References **po5500**

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Cross References: po5500 - STUDENT CONDUCT

Legal References: 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. 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

Vol. 38, No. 1 - September 2023 Technical Correction INFORMATION SECURITY

Technical Correction - Vol. 38, No. 1

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 Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/Information 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).

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 ~~64~~, 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, or how they apply to them, 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 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 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 responsible for the security protocols.

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 by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, 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, up to and including expulsion and/or referral to law enforcement. ~~Contractors/vendors who violate this Policy and/or its related administrative guidelines 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 may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct ~~an annual~~ 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.

Cross References

po0100

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Cross References: **po0100 - DEFINITIONS**

Vol. 38, No. 1 - September 2023 Revised FREE AND REDUCED-PRICE MEALS

Revised Policy - Vol. 38, No. 1

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with ☒ breakfast and [END OF OPTION] lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

[DRAFTING NOTE: M.C.L. 388.1630d requires districts who receive funding to provide free school lunch and breakfast under that statute to implement a policy relating to the following. Therefore, the following option is recommended for districts that intend to apply for such funds.]

☒ Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CFP eligibility determinations.

The Board designates the Food Service Director ~~(c) Superintendent~~ [END OF OPTION] to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall ☒ annually ~~twice a year~~ [END OF OPTION] notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school ☒ and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals [END OF OPTION].

[DRAFTING NOTE: This section is NOT optional for districts who receive funding under M.C.L. 388.1631k]

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A. the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B. the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;

- C. the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D. communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E. discussing a negative meal payment balance with a student in the presence of other students.

M.C.L. 380.1272 et seq.

M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

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Legal References:

M.C.L. 380.1272 et seq.

M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

