

**PLYMOUTH-CANTON COMMUNITY SCHOOLS
POLICY ADVISORY COMMITTEE
AGENDA
January 24, 2023
5:30 p.m.**

1. Welcome/Introductions/New Members
2. Citizen’s Comments
3. Minutes from the Policy Meeting on 11/22/22 (pg. 2)
4. Policy Timeline

Policies Reviewed Scheduled for Board Reading		PAC Approved	First Reading	Second Reading
0167.3	Public Participation at Board Meetings	8/30/22	9/13/22	9/27/22
2266	Nondiscrimination on the Basis of Sex in Education Programs or Activities	8/30/22	9/13/22	9/27/22
3120/4120	Employment of Personnel	8/30/22	9/13/22	9/27/22
6110	Grant Funds	9/27/22	10/11/22	10/25/22
6325.01	Equity in Purchasing & Contracting-Responsible Contractors	9/27/22	10/11/22	10/25/22
7217	Weapons Free School Zone	9/27/22	10/11/22	10/25/22
7250	Naming New Facilities-Renaming Existing Facilities	9/27/22	10/11/22	10/25/22
9150	School Visitors	11/22/22	12/13/22	1/10/23

5. Old Business
 - Discussion on order of policies to review
6. New Business
 - 8400 School Safety Information (p. 4)
 - 8390 Animals on Board Property (p. 7)
 - 1240 Evaluation of the Superintendent (p.11)
7. Future Scheduled Meeting Dates
 - February 28, 2023
 - April 25, 2023
 - May 23, 2023
 - June 29, 2023



Policy Advisory Committee Meeting Minutes

Plymouth-Canton Community Schools
November 22, 2022 – 5:30 p.m.
Meeting Location: Collaboration Conference Room
454 S. Harvey, Plymouth, MI 48170

Committee Attendees: Patti McCoin, Chris Allan, Aamina Ahmed, Dr. Monica Merritt, Anupam Sidhu, Shonta Langford, Dr. Lisa Anglin, Sheri Frader

Others Present: Josh Patterson (Voice in Action – Student Representative)

Committee Absent: Kurt Tyszkiewicz

1. The meeting was called to order at 5:31 p.m. and Member McCoin welcomed the group and asked each member to introduce themselves.
2. Citizens Comments: None
3. The Meeting Minutes from October 25, 2022 were reviewed and approved with one correction for Policy #9150 – 1st paragraph 2nd sentence should read *compliant* not *complaint*.
4. Policy Timeline was unchanged from last month. Ms. Langford reviewed the agenda.
5. Old Business
 - Policy #7250.01 –Renaming Existing Facilities/Mascots/Logos

Dr. Merritt explained the reasoning for bringing forth this policy and 7250.01 Administrative Guideline for discussion along with policy 9140 Citizens' Advisory Committees.

Dr. Merritt reviewed the current procedure for 7250.01. Member McCoin requested clarification on the process; Requests are brought to Superintendent who then brings the request to the Committee to determine if a Citizens' Advisory Committee be established. Member Sidhu asked for additional clarification which was provided by Dr. Merritt.

Discussion took place regarding how to select the Student Representative for ad hoc committees.

Discussion took place regarding how to select Community Members to join ad hoc committees.

It was decided that the Administrative Guidelines would be updated to make the process more clear.

It was decided that no changes to the policy are necessary at this time.

- Policy #9150 – School Visitors

Ms. Langford reviewed the previously requested changes which included a request to change the last paragraph of the policy and uncheck the box of the last sentence.

There was a request to change the word bylaws to procedures in the past paragraph on page 8. There was a request to uncheck the box next to By the Board and check the box next to By the President, on page 9. There was a request to add the word member after Board in the 2nd sentence of the last paragraph on page 9.

The policy is ready to move forward to the Board for a first reading.

Policy Committee – Community Member Applications

Applications for new Community Members for the Policy Advisory Committee were reviewed. The Policy Advisory Committee would like to select three community members for this committee.

Interviews will be scheduled for December 13, 2022 starting at 5pm and every 15 minutes. There are a total of 7 applicants.

6. New Business

- Policy #1240 –Evaluation of the Superintendent

Ms. Langford stated that this policy needs to be updated as specified by state law.

Timelines need to be updated as well as all forms related to this policy.

It was suggested that a draft be brought back with what aligns with the teaching staff evaluations.

The policy will be brought back for further review.

7. Tentative Future Scheduled Meeting Dates

- January 24, 2023
- February 28, 2023
- April 25, 2023
- May 23, 2023
- June 29, 2023

The meeting was adjourned at 6:40 p.m.

Book	Policy Manual
Section	8000 Operations
Title	SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	January 1, 2005
Last Revised	June 28, 2022
Last Reviewed	June 28, 2022

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) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is 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. The presence of dangerous weapons on school property or at 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.

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs 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 Director of School Safety & Security shall convene a meeting for the purpose of conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing 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, the County Prosecutor or their designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. building administrators;
- B. teachers;
- C. parents;
- D. School Resource Officer;
- E. others as deemed necessary.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the Director of School Safety & Security as the District contact person who shall receive information from law enforcement officials, prosecutors, and court officials, including receipt of the information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for the Director of School Safety & Security shall be provided to the Michigan State Police in the manner and frequency required by law.

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 they determine 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 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*, 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 post a report on the District website at least annually, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime, disaggregated by the school building, 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 acts;
- C. illegal possession of a controlled substance, controlled substance analogue, or other intoxicants;
- 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.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the principal and/or assistant principal(s) 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 [Comprehensive School Threat Assessment Guidelines \(CSTAG\)](#). [in the The joint U.S. Secret Service and Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence. can be used by staff and threat assessment teams as a reference for additional information and support.](#) 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 **the principles of CSTAG and** 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 authorizes the Superintendent to create **district and 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. **When conducting a threat assessment the team shall have at least 2 trained team members present and one must be a certified mental health professional.** 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. **If the building level team determines a threat to be substantive and of serious or very serious nature they shall involve the district level team in the evaluation and decision making process.**

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 the 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.

District 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 exceeds the threshold number established in State policy, the Superintendent and/or designee shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent and/or designee shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

Book	Policy Manual
Section	8000 Operations
Title	ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	January 25, 2014
Last Revised	May 10, 2022

8390 - **ANIMALS ON DISTRICT PROPERTY**

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/guardians, 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.
- B. **"Service animal"**: 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 District must allow for the use of a miniature horse or make modifications to buildings, the District should refer to Section 35.136 (c) through (i) of the ADA.

- C. **"School Safety K-9"**: a dog trained or being trained in odor detection of firearms and explosive material. All School Safety K-9's shall also have the necessary training to act in the capacity of an emotional support dog.
- D. **"School Safety K-9 Handler"**: a district employee assigned to the Department of School Safety and Security that is trained or being trained for the duty of controlling as School Safety K-9.
- E. **School Safety K-9 Team"**: a K-9 handler and their assigned K-9.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

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/guardians. The District does not assume responsibility for training, daily care, healthcare, or supervision of service animals. The District 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.

Removing and/or Excluding a Student's Service Animal

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.

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 and/or their designee 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 Education Opportunity.

The procedures set forth in Policy 2260 - Nondiscrimination and Access to Equal Education Opportunity do not interfere with the rights of a student and their parents/guardians 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 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 District-owned or leased vehicle, the student and their parents/guardians, or eligible student, and the handler, who is someone other than the student, shall meet with the Principal and /or 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 and/or Transportation Supervisor, 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 their parents/guardians 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 and/or Transportation Supervisor. 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 District 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 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 service animal in accordance with Policy 9160 - Public Attendance at School Events.

Therapy Dog Program

The District authorizes the use of a therapy dog program in the District. The program is intended to promote student growth and success in the District's school, and to provide social and emotional support to multiple groups of students, staff and visitors to the District's buildings.

The Superintendent shall implement administrative guidelines to carry out the District's intention to have a therapy dog program in the District. The administrative guidelines shall comply with all federal, state and local laws applicable to therapy dogs.

Moreover, the administrative guidelines shall contain information related to the following:

- A. The licensing and vaccination requirements for therapy dogs;
- B. The requirements for and responsibilities of therapy dog handlers;
- C. The responsibilities of therapy dog host families;

- D. The requirements for how therapy dogs will interact with individuals with allergies;
- E. The requirements for how therapy dogs are to be identified and controlled via a leash;
- F. The records that are required to be maintained;
- G. The insurance required to be maintained by the District's insurance carrier, including but not limited to insurance required for dog owners;
- H. Information and any additional mandates the District's insurance carrier requires adherence to; and
- I. The process for removal of therapy dogs.

School Safety K-9 Program

The District authorizes the use of School Safety K-9's in all district buildings and property. The program is intended to enhance school safety through the detection of firearms and explosive materials, promote safe learning environments, and provide social and emotional support to students, staff, and visitors to the District's buildings and property. School Safety K-9 Teams will be used in the following ways:

- A. K-9 Teams will be used within District buildings and property to detect the presence of firearms and explosive materials.
- B. K-9 Teams will respond to dispatched routine calls and patrols, and will be responsible for taking appropriate Security actions including the completion of necessary reports.
- C. K-9 Teams will be available for school demonstrations and assemblies to promote school safety.
- D. K-9 Teams will be available to large after school events such as, but not limited to, athletic events, concerts, etc. where larger crowds are expected and as authorized by the Director of School Safety and Security and/or their designee.
- E. K-9 Teams will be available to provide social and emotional support to District buildings as authorized by the Director of School Safety and Security and/or their designee.

Revised 10/13/15

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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	1000 Administration
Title	EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	Active
Adopted	August 23, 1993
Last Revised	March 27, 1995

1240 - **EVALUATION OF THE SUPERINTENDENT**

The primary purpose of the Superintendent's evaluation is to establish an ongoing, open and honest two-way communication between the Superintendent and the Board.

The Board shall annually, no later than June 1st, evaluate the Superintendent. Such evaluation shall include an assessment of:

- A. the progress toward the adopted goals of the District;
- B. the working relationship between the Board and the Superintendent;
- C. the overall management of the District.

This evaluation will be based on performance objectives and the process developed by the Board with input from the Superintendent.

The process may include one (1) or more of the following methods:

- A. the active participation of each Board member;
- B. a compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed jointly by the Board and Superintendent;
- C. evaluation discussions between the Board and the Superintendent;

A guideline for timelines to be followed is as follows:

- A. No later than August 31st, a Board subcommittee will have been established and will review appropriate information, and recommend, if applicable, changes to the process and/or evaluation tool. The Board and Superintendent will adopted measurable goals for the District.
- B. No later than September 30th, the Board, with input from the Superintendent, will determine strategies from which performance criteria for the Superintendent's evaluation are determined.
- C. No later than January 31st, if agreed to in the process, the Board will conduct a mid-year review of goals and progress towards achievement.
- D. No later than May 5th, the Superintendent will provide a comprehensive progress report to the Board.
- E. No later than May 30th, the Board will prepare and present a summary evaluation.
- F. No later than June 30th, the Superintendent may reply to the evaluation as prepared by the Board.

The above are only guidelines and may be modified by the Board, at its discretion, on an annual basis. Any modification to the timelines must be communicated to the Superintendent and will not be the basis for challenging the evaluation.

The Superintendent's evaluation discussion shall take place at a meeting of the Board at which no other business is conducted.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to determine the advisability of retention of the Superintendent and:

- A. be guided in the establishing of the Superintendent's salary;
- B. to identify strengths and weaknesses of the Superintendent in fulfilling the role and determine means by which weaknesses can be reduced while strengths are maintained;
- C. to improve its own performance as the public body ultimately charged with the educational responsibility of this District.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent and/or designee shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Revised 6/23/20

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Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a