



GOVERNANCE AND POLICY COMMITTEE MEETING
AGENDA
May 9, 2022
4:30 PM

- I. CALL TO ORDER
- II. POLICY DISCUSSION
 - a. Reproductive Health Policy - SEAB
 - b. Superintendent Search - review
 - c. Add Oath of Office before the Code of Conduct in the BOP
 - d. BOP – review and amend language - Regular Meeting Agendas, Comments, and BOE communication
- III. FUTURE BUSINESS
- IV. COMMENTS FROM THE AUDIENCE
 - *Individuals who wish to address the Board must identify themselves, their address, and any organization they may represent*
 - *The Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting*
 - *Individuals who wish to address the Board shall direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.*
 - *Behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting is strictly prohibited.*



GOVERNANCE AND POLICY COMMITTEE MEETING

AGENDA

April 4, 2022

- I. **CALL TO ORDER**
The meeting was called to order by Mr. Smith, Chair of the committee, at 3:04 PM.
- II. **UNFINISHED BUSINESS – EXISTING POLICY REVIEW**
 - a. The Committee reviewed the changes that were suggested for the Social Media Policy Draft and Policy 3004 – Adoption of Textbooks from the last meeting. These two (2) policies will go before the entire Board for information and discussion at the April 21, 2022 meeting.
- III. **POLICY DISCUSSION**
 - a. **Reproductive Health Policy**
 - The committee reviewed a couple of the old policies and existing administrative guidelines.
 - They discussed the SEAB (Sexual Education Advisory Board) requirements which include: the term, (4 years alternating)
 - the selection of the two (2) co-chairs one of whom will be a parent of a child in the district,
 - the selection process for committee members that reflects the district population,
 - the number of committee members (17 members – 9 parents that shall have children attending in the district, the majority of whom shall not be employed by a district, and 2 of each of the other categories),
 - the diversity of the committee members, (clergy)
 - no double duty of educators on the committee, (cannot have a role as a teacher and a parent)
 - The advisory board shall:
 - Establish program goals and objectives,
 - Review materials and methods of instruction used
 - Make recommendations to the Board of Education
 - evaluating those goals and objectives every two (2) years,
 - Sheila will get with her Oakland County group to see what their process is.
- IV. **FUTURE BUSINESS**
 - a. Superintendent Search
 - b. Add Oath of Office before Code of Conduct in the BOP
- V. **COMMENTS FROM THE AUDIENCE**

There was one (1) comment from the audience regarding the SEAB member retroactive policy.

The meeting ended at 3:57 PM

Respectfully submitted by
Sheila Holly,
Board designated Recording Secretary

REPRODUCTIVE HEALTH AND FAMILY PLANNING

These guidelines have been developed to assist staff in implementing the District's program for sex education and AIDS education. The term sex education will include instruction related to reproductive health and family planning, human sexuality, emotional, physical, psychological, hygienic, economic, and social aspects of family life, venereal diseases, noncasual-contact communicable diseases such as AIDS, and abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable diseases and as a positive life-style for unmarried young people.

The District curriculum shall emphasize:

- A. Instruction on human immunodeficiency virus infection and acquired immunodeficiency syndrome shall emphasize that abstinence from sex is a positive lifestyle for unmarried young people because abstinence is the only protection that is 100% effective against unplanned pregnancy, sexually transmitted disease, and sexually transmitted human immunodeficiency virus infection and acquired immunodeficiency syndrome;
- B. Use of material and instruction in the sex education curriculum that discusses sex shall be age-appropriate, shall be medically accurate, and shall do at least all of the following:
 - 1. Discuss the benefits of abstaining from sex until marriage and the benefits of ceasing sex if a student is sexually active.
 - 2. Include a discussion of the possible emotional, economic, and legal consequences of sex.
 - 3. Stress that unplanned pregnancy and sexually transmitted diseases are serious possibilities of sex that are not fully preventable except by abstinence.
 - 4. Advise students of the laws pertaining to their responsibility as parents to children born in and out of wedlock.

5. Ensure that students are not taught in a way that condones the violation of the laws of this State pertaining to sexual activity, including, but not limited to first, second, third, and fourth degree criminal sexual conduct; gross indecency between male and female persons, between male persons, between female persons as well as sodomy with mankind or with any animal.
6. Teach students how to say “no” to sexual advances and that it is wrong to take advantage of, harass, or exploit another person sexually.
7. Teach refusal skills and encourage students to resist pressure to engage in risky behavior.
8. Teach that the student has the power to control personal behavior. Students shall be taught to base their actions on reasoning, self-discipline, a sense of responsibility, self-control, and ethical considerations such as respect for self and others.
9. Provide instruction on healthy dating relationships and on how to set limits and recognize a dangerous environment.
10. Provide information for students about how young parents can learn more about adoption services and about the provisions of the safe delivery of newborns.
11. Include information clearly informing students that having sex or sexual contact with an individual under the age of sixteen (16) is a crime punishable by imprisonment and that the conviction of this crime requires listing on the sex offender registry on the Internet for up to twenty-five (25) years.

Sex Education Advisory Board

The Board of Education shall not offer instruction in sex education, including family planning and human sexuality, prior to appointment and meeting of the Advisory Board.

The Board shall appoint and shall determine terms of service for the Sex Education Advisory Board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District population, and shall appoint two (2) co-chairs for the Advisory Board, at least one (1) of whom is a parent of a child attending a school in the District.

At least one-half (1/2) of the members of the Sex Education Advisory Board shall be parents who have a child attending a school operated by the District, and a majority of these parent members shall be individuals who are not employed by the District. The Advisory Board shall include students of the District, educators, local clergy, and community health professionals.

Written or electronic notice of a Sex Education Advisory Board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

Role of the Sex Education Advisory Board

The Advisory Board shall do all of the following:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases.
- B. Review the materials and methods of instruction used and make recommendations to the Board of the School District for implementation. The Advisory Board shall take into consideration the school district's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by Sex Education Advisory Board (SEAB). The Board of a School District shall make the resulting report available to parents in the School District.

- D. Before adopting any revisions in the materials or methods used in instruction including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, public hearings must be held. At least two (2) public hearings on the proposed revisions must be held. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required under the Open Meetings Act.

A person shall not dispense or otherwise distribute in a public school or on public school property a family planning drug or device.

A Confirmation Checklist (Form 2413 F2/Form 2414 F2) has been prepared which is based on the Michigan Department of Education's sex education guidelines and is designed to ensure that the program is implemented properly and minimizes concern by parents or other interested parties.

Each principal should use the Checklist in working with the school staff at the beginning of each school year. Prior to the start of the program each year, the principal shall inform parents of their rights concerning the program. (See Form 2414 F1). Also, whenever any additions or modifications are made to the program, the Board shall conduct two (2) public hearings before the program can be approved and implemented. Once the program has been started, a copy of the completed confirmation should be sent to the Superintendent's office and the original should be maintained in the school office.

In the event of a complaint about the program, the person or party should be made aware of the Board's complaint procedure described in Policy 9130. This policy is available at both the Superintendent's Office and the office of each school. Any such complaint is most likely to concern the program itself or its implementation rather than the particular person teaching the program. Therefore, as the policy indicates, the complaint is to be handled by the school's principal and not by a teacher. Be sure the complainant receives a copy of the procedure either through the mail or by coming to the office. Complaints that originate at the central office are to be handled in the same manner.

Although the law allows a student to be excused from classes but not the course, no student is to be excused from a lesson or activity in either program unless and until the parent has come to the school, reviewed the program lessons and materials, had the opportunity to observe the instruction, if so desired, and filed a complaint in accordance with Policy 9130. The principal is to make sure the materials are available and that any complaint is focused on a particular topic or type of activity rather than on general reactions.

M.C.L.A. 380.1507

Revised 12/7/17

Novi Community School District Administrative Guidelines

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

These guidelines have been developed to assist staff in implementing the District's program for sex education and AIDS education. The term sex education will include instruction related to reproductive health and family planning, human sexuality, emotional, physical, psychological, hygienic, economic, and social aspects of family life, venereal diseases, noncasual-contact communicable diseases such as AIDS, and abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable diseases and as a positive life-style for unmarried young people.

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- B. Use of material and instruction in the sex education curriculum that discusses sex shall be age-appropriate, shall be medically accurate, and shall do at least all of the following:
 - 1. Discuss the benefits of abstaining from sex until marriage and the benefits of ceasing sex if a student is sexually active.
 - 2. Include a discussion of the possible emotional, economic, and legal consequences of sex.
 - 3. Stress that unplanned pregnancy and sexually transmitted diseases are serious possibilities of sex that are not fully preventable except by abstinence.
 - 4. Advise students of the laws pertaining to their responsibility as parents to children born in and out of wedlock.
 - 5. Ensure that students are not taught in a way that condones the violation of the laws of this State pertaining to sexual activity, including, but not limited to first, second, third, and fourth degree criminal sexual conduct; gross indecency between male and female persons, between male persons, between female persons as well as sodomy with mankind or with any animal.
 - 6. Teach students how to say "no" to sexual advances and that it is wrong to take advantage of, harass, or exploit another person sexually.
 - 7. Teach refusal skills and encourage students to resist pressure to engage in risky behavior.
 - 8. Teach that the student has the power to control personal behavior. Students shall be taught to base their actions on reasoning, self-discipline, a sense of responsibility, self-control, and ethical considerations such as respect for self and others.
 - 9. Provide instruction on healthy dating relationships and on how to set limits and recognize a dangerous environment.

10. Provide information for students about how young parents can learn more about adoption services and about the provisions of the safe delivery of newborns.
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The Board shall appoint and shall determine terms of service for the Sex Education Advisory Board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District population, and shall appoint two (2) co-chairs for the Advisory Board, at least one (1) of whom is a parent of a child attending a school in the District.

At least one-half (1/2) of the members of the Sex Education Advisory Board shall be parents who have a child attending a school operated by the District, and a majority of these parent members shall be individuals who are not employed by the District. The Advisory Board shall include students of the District, educators, local clergy, and community health professionals.

Written or electronic notice of a Sex Education Advisory Board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

Role of the Sex Education Advisory Board

The Advisory Board shall do all of the following:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases.
- B. Review the materials and methods of instruction used and make recommendations to the Board of the School District for implementation. The Advisory Board shall take into consideration the school district's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by Sex Education Advisory Board (SEAB). The Board of a School District shall make the resulting report available to parents in the School District.
- D. Before adopting any revisions in the materials or methods used in instruction including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, public hearings must be held. At least two (2) public hearings on the proposed revisions must be held. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required under the Open Meetings Act.

A person shall not dispense or otherwise distribute in a public school or on public school property a family planning drug or device.

A Confirmation Checklist ([Form 2413 F2/Form 2414 F2](#)) has been prepared which is based on the Michigan Department of Education's sex education guidelines and is designed to ensure that the program is implemented properly and minimizes concern by parents or other interested parties.

Each principal should use the Checklist in working with the school staff at the beginning of each school year. Prior to the start of the program each year, the principal shall inform parents of their rights concerning the program.

(See [Form 2414 F1](#)). Also, whenever any additions or modifications are made to the program, the Board shall conduct two (2) public hearings before the program can be approved and implemented. Once the program has been started, a copy of the completed confirmation should be sent to the Superintendent's office and the original should be maintained in the school office.

In the event of a complaint about the program, the person or party should be made aware of the Board's complaint procedure described in Policy [9130](#). This policy is available at both the Superintendent's Office and the office of each school. Any such complaint is most likely to concern the program itself or its implementation rather than the particular person teaching the program. Therefore, as the policy indicates, the complaint is to be handled by the school's principal and not by a teacher. Be sure the complainant receives a copy of the procedure either through the mail or by coming to the office. Complaints that originate at the central office are to be handled in the same manner.

Although the law allows a student to be excused from classes but not the course, no student is to be excused from a lesson or activity in either program unless and until the parent has come to the school, reviewed the program lessons and materials, had the opportunity to observe the instruction, if so desired, and filed a complaint in accordance with Policy [9130](#). The principal is to make sure the materials are available and that any complaint is focused on a particular topic or type of activity rather than on general reactions.

M.C.L.A. 380.1507

CONFIRMATION CHECKLIST FOR REPRODUCTIVE
HEALTH AND FAMILY PLANNING PROGRAMS

2414 REPRODUCTIVE HEALTH

In order to assure proper implementation of this educational program, please confirm that each of the following actions has been taken in a timely and appropriate manner. If an action does not apply to a particular school or aspect of the program, please mark it NA rather than leave it blank.

- _____ The program that will be offered this school year has been reviewed by a Board-designated advisory committee and approved by the Board.
- _____ Each of the teachers who will be teaching the program are certified under Public Act 165 and 166 of 2004.

() and have satisfactorily completed the additional in-service program approved by the Superintendent.
- _____ The principal has reviewed the program and materials that will be used in his/her school, as well as the current guidelines from the Michigan Department of Education, and is knowledgeable about both the content and the suggested instructional strategies.
- _____ The principal has sufficient knowledge to answer questions about the program.
- _____ The principal has worked closely with the school's PTO to arrange for orientations to the program and to conduct a parent survey to identify those parents who support the program as well as those who have concerns.
- _____ The principal has reviewed the plans of each staff member who will be teaching one (1) or more units of the program to confirm that the lesson content, methodologies, and time allocation are in accordance with recommended State Guidelines. None of the plans contain activities which require a student to reveal personal or family matters such as religious practices; intra-family relationships; moral, ethical, sexual, political and social attitudes and practices; income or economic values; or any other information that invades personal or family privacy.

____ Each parent has received the following:

____ Written notification of the program and an invitation to review any or all aspects of the program that will be used with his/her child.

____ Written notification of the dates and time periods when his/her child will be exposed to materials or activities relating to sex education and AIDS as well as any other portions of the program identified by the parent.

____ A second notification, if the first one was a blanket notification, prior to the start of any unit dealing with sex education or AIDS.

____ Copies of all 2414 F1 forms have been provided to appropriate teachers and the originals are on file in the school office.

____ Each teacher who has students who will be excused from a particular lesson has prepared, for those students, plans for alternative learning activities directly related to this or another approved course of study.

Principal

Date

Book	Policy Manual
Section	2000 Program
Title	SEX EDUCATION
Code	po2418
Status	Active
Adopted	August 16, 2021

2418 - **SEX EDUCATION**

In accordance with Michigan statute, the Board of Education authorizes instruction in sex education. Such instruction may include family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted disease.

The instruction described in this policy shall stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.

Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

Upon the written request of a student or the student's parent or legal guardian, the student shall be excused, without penalty or loss of academic credit, from attending a class described in this policy. If a parent or guardian submits a continuing written notice, the student will not be enrolled in a class described in this policy unless the parent or guardian submits a written authorization for that enrollment.

The District shall provide the instruction by teachers qualified to teach health education. The Board shall establish a sex education advisory board and shall determine terms of service for the sex education advisory board, the number of members to serve on the advisory board, and a membership selection process that reasonably reflects the District's population. The Board shall appoint two (2) co-chairs for the advisory board, at least one (1) of whom is a parent of a child attending a District school. At least one-half (1/2) of the members of the sex education advisory board shall be parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

The sex education advisory board shall:

- A. Establish program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases. Additional program goals and objectives may be established by the sex education advisory board that are not contrary to Michigan law.
- B. Review the materials and methods of instruction used and make recommendations to the Board for implementation. The advisory board shall take into consideration the District's needs, demographics, and trends, including, but not limited to, teenage pregnancy rates, sexually transmitted disease rates, and incidents of student sexual violence and harassment.
- C. At least once every two (2) years, evaluate, measure, and report the attainment of program goals and objectives established by the advisory board. The Board shall make the resulting report available to parents in the District.

Before adopting any revisions in the materials or methods used in instruction under this policy, including, but not limited to, revisions to provide for the teaching of abstinence from sex as a method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for Board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1169.

Each person who provides instruction to K to 12 students in accordance with this policy shall receive training based on District approved standards and in accordance with training requirements of the Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS).

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any school official, member of the Board, or employee of the Board who is not the parent or legal guardian of the student involved is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

For purposes of this policy, "family planning" means the use of a range of methods of fertility regulation to help individuals or couples avoid unplanned pregnancies; bring about wanted births; regulate the intervals between pregnancies; and plan the time at which births occur in relation to the age of parents. It may include the study of fetology. It may include marital and genetic information. Clinical abortion shall not be considered a method of family planning, nor shall abortion be taught as a method of reproductive health.

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Legal

M.C.L. 380.1507, 380.1169, 388.1766



SHEILA HOLLY <sheila.holly@novik12.org>

[External Message:] RE: Looking for a policy on the Sex Ed Advisory Board Committee

1 message

Julie Olko <Julie.Olko@lok12.org>
To: SHEILA HOLLY <sheila.holly@novik12.org>

Wed, Apr 27, 2022 at 2:41 PM

Hi Sheila,

Here is the current Lake Orion policy that is related.

SEX EDUCATION

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Such instruction shall be elective and not a requirement for graduation.

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course and is notified in advance of his or her right to have the student excused from the class. The Michigan Board of Education shall determine the form and content of the notice required in this policy.

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parents who have a child attending a District school, and a majority of these parent members shall be individuals who are not employed by a District. The sex education advisory board shall include students of the District, educators, local clergy, and community health professionals. Written or electronic notice of a sex education advisory board meeting shall be sent to each member at least two (2) weeks before the date of the meeting.

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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN**

SUPERINTENDENT OF SCHOOLS

TOPIC: Oath of Office

RECOMMENDATION

It is recommended that the Oath of Office be administered to newly appointed Board member.
The oath is as follows:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of Member of the Board of Education of Novi Community School District, Michigan, according to the best of my ability."

**APPROVED AND RECOMMENDED
FOR OATH OF OFFICE**

A handwritten signature in black ink, appearing to read 'H. M. Matthews', written over a horizontal line.

Steve Matthews, Superintendent