

**WHITEFORD ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2024-2025**



**ENGAGE • ENCOURAGE • EMPOWER**

Whiteford Agricultural Schools  
6655 Consear Road  
Ottawa Lake, MI 49228  
734.856.1243  
[www.whiteford.k12.mi.us](http://www.whiteford.k12.mi.us)

Welcome to Whiteford Elementary. We are pleased to have you and your family as a part of our school community. We will do our very best to help make your experience as productive and successful as possible. Go Bobcats!!

Samuel Marsh, Principal

Adopted by the Board of Education, August 12, 2024  
Discipline Code adopted by the Board of Education, August 12, 2024

This Student/Parent handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of the handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed in August 2024. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the district's website: [whiteford.k12.mi.us](http://whiteford.k12.mi.us) by clicking "Board of Education" then "Bylaws and Policies" and finding the specific policy or administrative guidelines in the Table of Contents for that section.

**School calendar can be accessed at**

**[https://www.whiteford.k12.mi.us/downloads/board\\_of\\_directors/was\\_boe\\_approved\\_calendars\\_2425\\_1.pdf](https://www.whiteford.k12.mi.us/downloads/board_of_directors/was_boe_approved_calendars_2425_1.pdf)**

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## WHITEFORD ELEMENTARY PERSONNEL

### Board of Education

Shane Hillard .....	President
David Dixon .....	Vice President
Mike Iott .....	Secretary
Janelle Young .....	Treasurer
Kristi Mock .....	Trustee
Jason Vida .....	Trustee
Jeff Bunge .....	Trustee

### Administration

Scott L. Huard .....	Superintendent	101
Samuel Marsh .....	Principal	104
Charlie Butz .....	Building/Grounds/Transportation Supervisor	107
Marisa Tebbe-Cousino .....	Director of Finance & Business Services	105
Cathy Machcinski .....	Director of Human Resources	111
Karen Winkler.....	Director/ The Nutrition Group	117
Chelsea Iffland.....	Special Education Director	236
Laura Cruz-Hartland.....	Assistant Director of Finance and Business Services	106

### Faculty and Staff

Deputy Brandon Benes .....	School Resource Officer	232
Brianna Best .....	2nd Grade	312
Erika Biddle .....	5th Grade	303
Jamie Bischoff .....	1st Grade	318
Sarah Bowen .....	Kindergarten	301
Kathryn Brunt .....	3rd Grade	315
Sarah Carmody .....	MCISD Psychologist	308
Danelle Cisek .....	1st Grade	311
Shelly DeVantier .....	Reading Specialist	315
TBD.....	K-5 Counselor	309
Jen Floyd-Kemritz .....	Special Education	344
Linda Groch .....	Academic Interventionist	350
Amie Hanselman .....	4th Grade	307
Sarah Bowen .....	Kindergarten	301
Lainey Hillard .....	Transitional Kindergarten	346
Tim Hildebrand .....	Maintenance	112
Mariann Hillard .....	Behavior Interventionist	347
Jamie Hoffer .....	Director Nutrition Group	117
Lyndsey House-Utter .....	CLAWS Director	310
Kirk Hubbard .....	K-5 Physical Education	118
Milly Iott .....	4th Grade	305
Bree Kareha .....	Speech and Language Pathologist	345
Allison Kwasniak .....	Spanish	210
Corey Mills .....	K-5 Tech & District Tech Coach	340
Emily Nagel .....	2nd Grade	319
Tony Napierala .....	Maintenance	112
Mindy Ovall .....	Kindergarten	314
Tracy Papenhagen .....	4th Grade	313
Rebecca Prajzner .....	1st Grade	221
Todd Schreiber .....	Vocal Music	202

Christine Seiser.....	Art .....	316
Austin Sharp .....	MCISD Social Work .....	308
Katie Tabbert .....	3rd Grade .....	304
Elaine Thieman .....	Administrative Assistant .....	110
Lauryn Vogel .....	2nd Grade .....	302
David Welling .....	5th Grade Band .....	201
Mindy Welch .....	K-5 STEM .....	350
Andrea Young .....	5th Grade .....	340
Erin Cousino	Special Education .....	320
Jared Leffel	Technology Support Coordinator .....	120

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the board of Education and the district. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 12, 2024. If any of the policies or administrative guidelines referenced herein are revised after August 12, 2024, the language in the most current policy or administrative guideline prevails.

## MISSION OF THE SCHOOL

Our Mission: To engage in purposeful learning and empower all for a meaningful role in our dynamic world.

Our Vision: To develop value-driven leaders and critical thinkers who will positively impact their community.

### Shared Belief Statements:

- Everyone has the ability to be successful.
- In meeting the social, emotional, and academic needs in an environment that is physically and emotionally safe.
- A highly qualified and dedicated staff.
- Community support is valuable in promoting student success.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Cathy Machcinski**  
**Director of Human Resources**  
**734-856-1443 ext. 111**

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT AND FAMILY ENGAGEMENT**

### **Board Policy 2112**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; 1,2
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; 1,2
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. 2

#### **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;



2. providing information to families about school policies, procedures, programs, and activities; 1,2
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; 1,2
5. providing information and involving families in monitoring student progress; 2
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; 1,2
7. preparing families to be involved in meaningful discussions and meetings with school staff. 1,2

### **C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; 2
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. 2

### **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; 1,2
2. working with families to establish learning goals and help their children accomplish these goals.
3. helping families to provide a school and home environment that encourages learning and extends learning at home. 1

### **E. Involving Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning; 2
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families. 1,2

### **F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources; 1,2
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage

and support families' participation in their children's education, growth, and development. 1,2

### **Implementation**

- A. The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means.
- B. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction.
- C. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- D. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

## ELEMENTARY SCHEDULES

<p style="text-align: center;"><b><u>REGULAR DAY</u></b></p> <p style="text-align: center;"><b>OFFICE HOURS</b> 7:15 AM - 3:30 PM</p> <p style="text-align: center;"><b>SCHOOL HOURS</b> 7:40-2:55</p> <p>Bus students dismissed at 2:50 Car Riders dismissed at 2:55</p> <p style="text-align: center;"><b>BREAKFAST</b> 7:20 AM - 7:45</p> <p style="text-align: center;"><b>LUNCH SCHEDULES</b></p> <p>TK/KG &amp; 1st grade lunch/recess time 11:15-12:00</p> <p>2nd &amp; 3rd grade lunch/recess time 12:15-1:00</p> <p>4th &amp; 5th grade recess/lunch time 11:45-12:30</p> <p style="text-align: center;"><b>SPECIALS ROTATION SCHEDULES</b></p> <p>TK/KG &amp; 1st grade: 12:25-1:25 2nd &amp; 3rd grade: 10:45-11:45 4th &amp; 5th grade: 9:35-10:35</p> <p>** Specials include gym, music, art, computers, Spanish, STEM, and 5<sup>th</sup> grade band.</p> <hr/> <p style="text-align: center;"><b><u>2-HOUR DELAY</u></b></p> <p style="text-align: center;"><b>9:40 - 2:55</b></p> <p style="text-align: center;"><b>LUNCH SCHEDULES</b></p> <p>KG &amp; 1st grade lunch/recess time 11:15-12:00</p> <p>2nd &amp; 3rd grade lunch/recess time 12:15-1:00</p> <p>4th &amp; 5th grade recess/lunch time 11:45-12:30</p> <p style="text-align: center;"><b>SPECIALS ROTATION SCHEDULES</b></p> <p>KG &amp; 1st grade: 12:20-1:50 2nd &amp; 3rd grade: 1:05-1:35 4th &amp; 5th grade: 11:10-11:40</p>	<p style="text-align: center;"><b><u>1st DAY OF SCHOOL</u></b></p> <p style="text-align: center;">12:00 - 2:55</p> <p>Bus students dismissed at 2:50 Car Riders dismissed at 2:55</p> <p style="text-align: center;">SPECIALS ROTATION</p> <p>TK/KG 1st &amp; 2nd grade: 2:00 - 2:35 3rd, 4th, &amp; 5rd grade: 12:35-1:10</p> <hr/> <p style="text-align: center;"><b><u>HALF DAY</u></b></p> <p style="text-align: center;">7:40-10:55</p> <p>Bus students dismissed at 10:50 Car Riders dismissed at 10:55</p> <p style="text-align: center;">SPECIALS ROTATION</p> <p>KG &amp; 1st grade: 9:55 - 10:25 2nd &amp; 3rd grade: 9:20-9:50 4th &amp; 5th grade: 8:45-9:15</p> <hr/> <p style="text-align: center;"><b><u>HIGH SCHOOL ASSEMBLY DAYS</u></b></p> <p style="text-align: center;">7:40-2:55</p> <p style="text-align: center;"><b>LUNCH SCHEDULES</b></p> <p>TK/KG &amp; 1st grade lunch/recess time 11:15-12:00</p> <p>2nd &amp; 3rd grade lunch/recess time 12:15-1:00</p> <p>4th &amp; 5th grade recess/lunch time 11:45-12:30</p> <p style="text-align: center;"><b>SPECIALS ROTATION SCHEDULES</b></p> <p>TK/KG &amp; 1st grade: 10:10-10:55 2nd &amp; 3rd grade: 11:05-11:50 4th &amp; 5th grade: 9:18-10:03</p>
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## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Dean of Student Services.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION I - GENERAL INFORMATION ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- A. unless enrolling under the District's School of Choice Policy.
- B. unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The building principal will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include

the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **SCHEDULING AND ASSIGNMENT**

Teacher classroom assignments are provided to each student at the beginning of the school year or upon enrollment. Teacher classroom assignments are based on the student's needs and available classroom space. Any questions or concerns about the assignment should be discussed with the principal.

### **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian, or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Whiteford Agricultural Schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building Principal for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about

immunizations or waivers should be directed to the Administrative Assistant or to the building Principal.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra- curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to complete a form will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

In those circumstances where a student must take **prescribed medication** during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication (prescribed or non-prescription), during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - b. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non Prescribed (over the counter) Medications**

Parents may authorize the school to administer a non prescribed medication using a form which is available in the school office. A physician's order is necessary to allow students to take non-prescription medication at school (which can be filled out on the form). All of the other

conditions described above under prescribed medications will also apply to non prescribed medications.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the School District Psychologist at 734.856.1443 x236 to inquire about evaluation procedures and programs.



The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact the Principal at 734.856.1443 x104 to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name
- B. major field of study
- C. participation in officially recognized activities and sports
- D. dated of graduation
- E. height and weight, if member of an athletic team
- F. awards received
- G. honor rolls
- H. scholarships
- I. telephone numbers for inclusion in school PTO directories
- J. school photographs or videos of students participating in school activities, events or programs

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services,

including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The building principal will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found on the District Website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.gov](mailto:FERPA@ED.gov); and  
[PPRA@ED.gov](mailto:PPRA@ED.gov).

### **STUDENT FEES, FINES, AND SUPPLIES**

Whiteford Agricultural Schools charge specific fees for various non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Please refer to Board Policy 5830 for further information.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the building principal.

The school participates in the Healthy School Meals for All program which will provide free breakfast and lunch for all students during the 2024-2025 school year. More information about the meals served can be found on the District's Food Service page. You can follow the link below.

<http://www.whiteford.k12.mi.us/our-district/food-service/>

Even though breakfast and lunch are free, we are still asking that families fill out Free & Reduced Applications if applicable because this is also tied to the amount of Title money our school receives. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. You can also apply online from our District Food Service Web Page. The link above will take you to the page.

## **EVACUATION DRILLS**

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of bells, verbal prompts, and flashing lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the school's PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an alarm and boot system from Lockout USA.

## **UNUSUAL SITUATIONS EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will send an alert through our new Student Information System (SIS), Infinite Campus, and notify the following radio and television stations:

A. Channel 11 (CBS)

B. Channel 13 (ABC)

Parents and students are responsible for knowing about emergency closings and delays.

Parents and students are asked NOT to call the school or school officials. It is important to keep the phone lines open for official use. When school is delayed due to fog/snow/ice, it will automatically be delayed for a minimum of two (2) hours.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of one (1) week. To check out any other materials, contact the librarian.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is in each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each semester.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building Principal. Violation of this may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for unnecessary personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF PERSONAL COMMUNICATION DEVICES**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply when the student has a special health circumstance (e.g. an ill family member, or his/her own special health condition) and obtains prior approval from the building principal.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has

authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use office phones to contact parents/guardians during the school day.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.



## **SECTION II - ACADEMICS FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

### **GRADES**

Whiteford Agricultural Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

#### **Grading Scale**

Grades K-2 use standards based report cards which demonstrate competencies based on student mastery.

Grades 3-5 will use the Core Grading Scale including A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and E for all course subjects as well as the Satisfactory Grading Scale for Citizenship and the Specials Rotation.

#### **Grading Periods**

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building Principal.

### **HONOR ROLL**

At the end of each marking period, an honor roll list of students in grades 4 and 5 who have received no grade lower than a B- shall be posted in the school newsletter, local newspaper, and posted on the school bulletin boards. Students receiving no grade lower than an A- shall be given special recognition on the honor roll. Students who receive an incomplete will not be included on the honor roll.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at registration.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

### **7540.03 – Student Technology Acceptable Use and Safety**

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

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

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District 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.

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

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. 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 Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District 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.

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 Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

## **STUDENT ASSESSMENT**

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Parents and students should watch school newsletters and the local press for announced testing times including the state assessment, MSTEP for the 3-5 grade students.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Whiteford Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Whiteford Agricultural Schools provide students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

## **ATHLETICS**

Whiteford Agricultural Schools provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact Marcus Luzier, the Athletic Director, at 734.856.1443 x103.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## **SECTION IV – STUDENT CONDUCT ATTENDANCE**

### **School Attendance Policy**

Whiteford Agricultural Schools is dedicated to academic achievement and success for all students. Consistent school attendance is a critical part of that success. Regular attendance improves academic skills, as well as social and emotional growth for our students.

We understand some absences from school are unavoidable. However, chronic absenteeism can be a barrier to your child's education. Chronic absenteeism is linked to drop out rates and academic struggles. We care about your child and their future success.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

### **Truancy**

Whiteford Agricultural Schools follows the Monroe County Truancy Protocol and documents any time a student is absent from class as an unexcused absence. Parents are required to call the school attendance line to report the reason for their child's absence. Documentation received from parents regarding student absences will be kept on file and reviewed to determine the need for further truancy action. (See below and attached Monroe County Truancy Protocol)

After 5 days of absence in any grading period, a student may be considered a "habitual truant" which can result in:

- a review of the Monroe County Truancy Protocol by the Behavior Interventionist;
- a meeting with the Behavior Interventionist and a letter sent home;
- development and monitoring of an Attendance Improvement Plan;

- student and family referral to the Monroe County Prosecutor's Office
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.
- assignment to an alternative placement with loss of participation in school activities and events
- a possible hearing before a judge in a court of law

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained by contacting teachers beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school at 734-856-1443 within 24 hours and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- such other good cause as may be acceptable to the Superintendent

Parents must provide an explanation for their child's absence by calling the elementary absence line at 734-856-1443. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work.

Students who are excusably absent for more than five (5) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events and a notation made on the student's grading record concerning the student's frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

### **Excusable, Non Approved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

No credit shall be given for any school work not completed as a result of truancy.

### **Tardiness**

Elementary School students are expected to be in their assigned locations throughout the school day. Elementary students arriving late for school are to report directly to the office to receive a pass and will be marked tardy by their teacher. A student who is not in their assigned location by 7:40 AM shall be considered tardy.

Students who are chronically tardy may need to meet with the Principal and may be recommended for further truancy action.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Make-up of Tests and Other School Work**

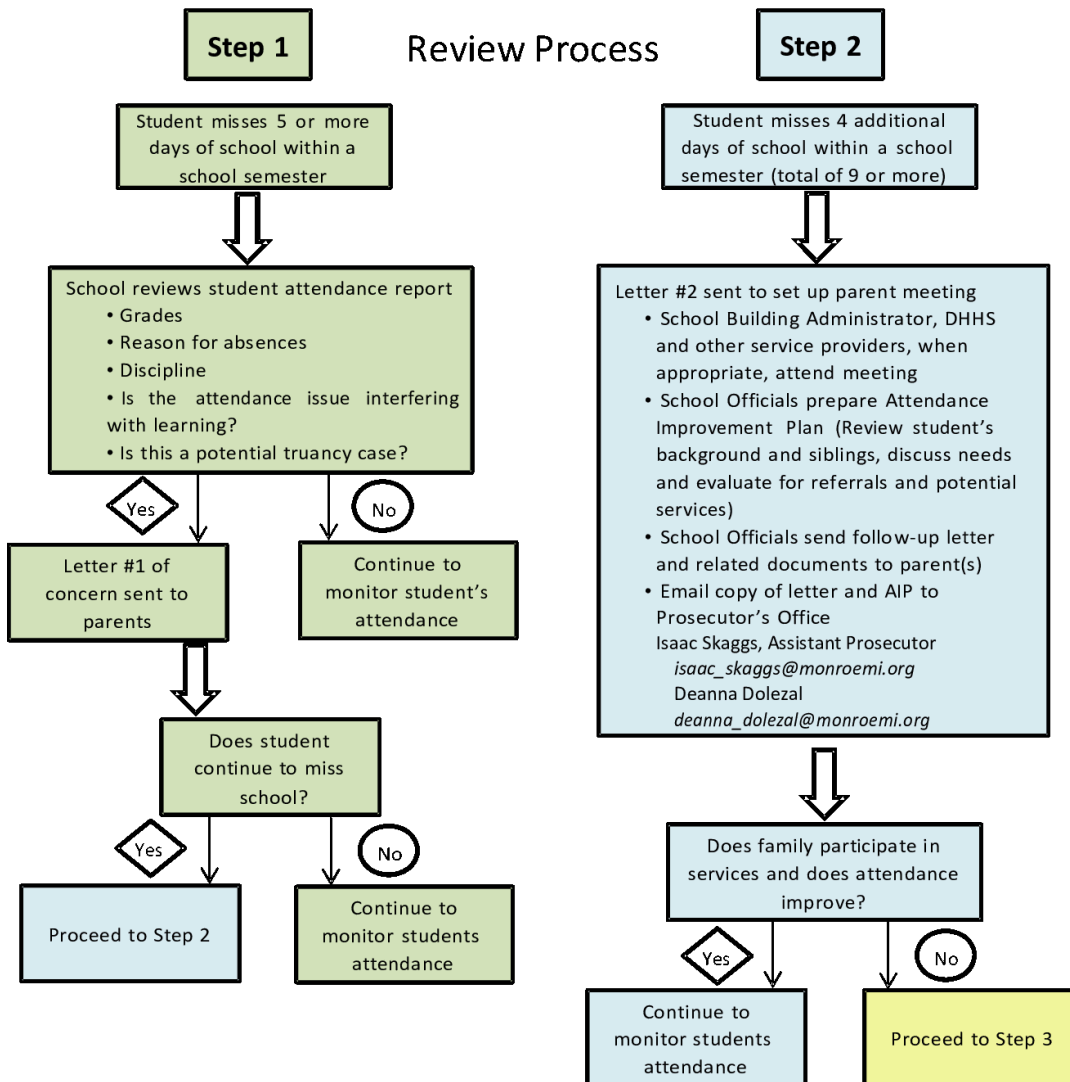
Students who are absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments.



- Make-up work due to suspension must be completed
- Students will be given the number of days of absence within which to make-up work.

If a student misses a teacher's test due to absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with their teacher to arrange for taking the test.

# MONROE COUNTY TRUANCY PROTOCOL "Project Graduation"



**Step 3**

Email Prosecutor the Prosecutor Truancy Referral Form with attachments:

- Copy of Letter #1
- Copy of Letter #2
- Student's Attendance Report
- Attendance Improvement Plan
- Other documents

*isaac\_skaggs@monroemi.org and deanna\_dolezal@monroemi.org*



Prosecutor meets with family and/or student to review potential consequences and offer an Attendance Agreement to avoid prosecution

- Copy of Agreement will be emailed to School Attendance Officer



Do family and student follow attendance agreement and does attendance improve?



Continue to monitor students attendance



Proceed to Step 4

**Step 4**

Email local Police Agency the Law Enforcement Truancy Referral Form with attachments:

- Letters to Parents
- Student's Attendance Report
- Attendance Improvement Plan
- Prosecutor Truancy Referral Form
- Prosecutor Attendance Agreement
- Additional Documents



Criminal charge(s) will be filed against parent(s) (when appropriate) and/or delinquency charge will be filed against the juvenile (when appropriate)

Monroe County Schools  
"Project Graduation"  
Contact Information

**Monroe County Office of Prosecuting Attorney**  
125 E. Second Street  
Monroe, Michigan 48161  
734-240-7600 (main)  
734-240-7626 (fax)  
Michael Roehrig, County Prosecutor  
*Michael\_roehrig@monroemi.org*  
Isaac Skaggs, Asst. Prosecutor  
*isaac\_skaggs@monroemi.org*  
Deanna Dolezal  
*deanna\_dolezal@monroemi.org*

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **CODE OF CONDUCT**

A major component of the educational program at Whiteford Agricultural Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school
- B. respect the civil rights of others
- C. act courteously to adults and fellow students
- D. be prompt to school and attentive in class
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- F. complete assigned tasks on time and as directed
- G. help maintain a school environment that is safe, friendly, and productive
- H. act at all times in a manner that reflects pride in self, family, and in the school

#### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following guidelines for styles or manners of dress must be followed:

- A. All tops must have at least two inches of material on the top of their shoulders.
- B. All shorts, skirts, and dresses must be appropriate in length.
- C. Hats are to be removed as you step foot into the building or before. Hoods may not be put up to cover a student's head.

D. Shoes must be worn at all times. Flip flops are prohibited footwear at the elementary school.

Students who are representing Whiteford Elementary at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

When administration is notified of a potential dress code violation, administrators will investigate the situation; should the student be in violation of the dress code, the student will be addressed in a way as to cause minimal disruption to their educational day. The student will be directed to call home and seek permission to leave and change into proper attire, or the student will call for appropriate clothes to be brought to the school. Students may also be supplied appropriate attire to be worn for the rest of the school day.

Students who are in consistent violation of the dress code could be subject to disciplinary action.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **TITLE IX SEXUAL HARASSMENT**

The District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. For more information refer to Board Policy 2266.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroid, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

#### **2. Use of Breath-Test Instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the Principal has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops.

Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device).

The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for

this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. ( ) This violation may subject a student to expulsion.

## **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

## **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

## **9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

## **10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.



## **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **14. False alarms, false reports**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

## **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from an administrator. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## **18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in suspension or expulsion.

## **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

## **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## **22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

## **25. Possession of Wireless Communication Devices (WCDs)**

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication device (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student

improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive an alternate assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **29. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered

harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or dean of students, or may report it directly to the office. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

### **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

### **29b. Bullying and Other Aggressive Behavior**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Dean of Student Services. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as

any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival schools, different states, rural areas, cities, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A



student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- A. reflection sheets
- B. change of seating or location
- C. lunch-time, after-school detention
- D. in-school restriction

### **Detentions, In-School Restriction**

A student may be detained after school or asked to come to school early by a teacher, or the principal after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

The following rules shall apply:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic devices are allowed.
- F. No food or beverages shall be consumed.

## **Formal Discipline**

### **Student Code of Conduct**

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: (1) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed 10 days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: (1) on District property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment, substantially disrupts the school environment, or as permitted by law.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

## Definitions

For purposes of this Board Policy:

- “Suspend” or “Suspension” means a disciplinary removal from school for less than 60 school days.
- “Expel” or “Expulsion” means a disciplinary removal from school for 60 or more school days.
- “Restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct.
- “Mandatory 7 Factors” means the following factors:
  - The student’s age;
  - The student’s disciplinary history;
  - Whether the student has a disability;
  - The seriousness of the behavior;
  - Whether the behavior posed a safety risk;
  - Whether restorative practices are a better option; and
  - Whether lesser interventions would address the behavior.

## Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim’s parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

## Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the “Mandatory 7 Factors.”

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Discretionary Suspension or Expulsion**

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of greater than 10 school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than 10 school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the "Mandatory 7 Factors."

#### **Building Administrators – 10 or fewer days**

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension. The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider all of the "Mandatory 7 Factors."

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

#### **Superintendent – Less than 60 days**

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension of less than 60 school days. Before exercising this authority, the Superintendent must consider all of the "Mandatory 7 Factors."

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent's rationale must be based on the above factors.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

## **Board – Expulsion**

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the “Mandatory 7 Factors.”

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must explain its rationale in writing. The Board’s rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.”

### **Mandatory Suspension or Expulsion**

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. Nothing in this section of the Board Policy may be construed to limit the Board’s discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

### **Possession of a Firearm**

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

### **Possession of a Dangerous Weapon (Other than a Firearm)**

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the “Mandatory 7 Factors.”

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **Applicable Definitions for Dangerous Weapon Offense**

“Weapon-Free School Zone” means school property and a vehicle used by a school to transport students to or from school property.

“School Property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device.

“Destructive device” means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

“Antique firearm” means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rim fire or conventional centerfire fixed ammunition, or (2) uses rim fire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. “Antique firearm” also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. “Antique firearm” does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

### **Additional Procedures for Dangerous Weapon Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community

mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Board further directs the Superintendent or designee to make a referral to local law enforcement and to contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or en route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

### **Arson**

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the "Mandatory 7 Factors."

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

### **Additional Procedures for Arson Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

### **Criminal Sexual Conduct**

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

### **Additional Procedures for Criminal Sexual Conduct Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

### **Physical Assault Against Employee, Volunteer, or Contractor**

If a student in grades KG-5th commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

### **Additional Procedures for Physical Assault Against Employee/Volunteer/Contractor Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Board directs the Superintendent, or his or her designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the District.  
expulsion.

### **Physical Assault Against Another Student**

If a student in grades K-5 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the Board or its



designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the “Mandatory 7 Factors.”:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

### **Additional Procedures for Physical Assault Against Another Student**

A resident student in grades K-5 who was expelled by another school for committing a physical assault against another student may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

### **Bomb Threat or Similar Threat**

If a student in grades K-5 makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the “Mandatory 7 Factors.”

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior

### **Additional Procedures for Bomb Threat or Similar Threat**

A resident student in grades K-5 who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

### **Reinstatement Following Suspension or Expulsion**

The District will consider a petition for reinstatement from an expelled student or the parent/guardian consistent with this Policy and Revised School Code Sections 1311 and 1311a.

- A. Reinstatement Following Mandatory Permanent Expulsion

The parent/guardian of a student who was in grade five (5) or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon may file a petition for reinstatement sixty (60) school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade five (5) or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon no sooner than ninety (90) school days after the expulsion date.

The parent/guardian of a student who was in grade five (5) or below at the time of expulsion and who was expelled for possessing a dangerous weapon but not for possessing a firearm or threatening another person with a dangerous weapon, or who was expelled for committing arson or criminal sexual conduct, may file a petition for reinstatement at any time. The Board, in its discretion, may reinstate a student who was in grade five (5) or below at the time of expulsion and who was expelled for possessing a dangerous weapon (unless the possession was of a firearm or involved threatening another person with a dangerous weapon) or for committing arson or criminal sexual conduct no sooner than ten (10) school days after the expulsion date.

The parent/guardian of a student (or student, if emancipated or at least eighteen (18) years old) who was in grade six (6) or above at the time of expulsion and who was expelled for 1) possessing a dangerous weapon; 2) committing arson; 3) criminal sexual conduct pursuant to Policy 5600, Section H.3 (mandatory expulsion); or 4) physically assaulting an employee, volunteer, or contractor, may file a petition for reinstatement 150 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade six (6) or above at the time of expulsion and who was expelled for 1) possessing a dangerous weapon; 2) committing arson; 3) criminal sexual conduct pursuant to 5600, Section H.3; or 4) physically assaulting an employee, volunteer, or contractor, no sooner than 180 school days after the expulsion date.

The parent/guardian (or the student, if emancipated or at least eighteen (18) years old) must prepare and submit the reinstatement petition. The Superintendent or designee will provide a reinstatement petition form, upon request, for the parent/guardian or student to use. The Board may request that the parent/guardian or the student attach additional relevant information to the reinstatement petition.

The Board will appoint a reinstatement committee, consisting of two (2) board members, one (1) administrator, one (1) teacher, and one (1) parent/guardian of a current District student to consider a reinstatement petition no more than ten (10) school days after receiving a reinstatement petition. The Superintendent must prepare and submit information to the reinstatement committee about the circumstances surrounding the student's expulsion and any factors supporting and not supporting reinstatement.

The reinstatement committee must convene, not later than ten (10) school days following its appointment, to 1) review the reinstatement petition and supporting documentation submitted by the parent/guardian or the student; 2) review the information submitted by the Superintendent; and 3) submit to the Board a written recommendation whether the Board should unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement to the student based on consideration of all of the following factors:

1. the extent to which reinstatement would create a risk of harm to other students or District personnel;

2. the extent to which reinstatement would create a risk of District liability or individual liability for the Board or District personnel;
3. the student's age and maturity;
4. the student's school record before the incident that caused the expulsion;
5. the student's attitude concerning the incident that caused the expulsion;
6. the student's behavior since the expulsion and the student's prospects for remediation; and
7. If the petition was filed by a parent/guardian, the degree of cooperation that the parent/guardian has provided the student and the degree of cooperation the parent/guardian can be expected to provide the student if the student is reinstated.

Before making its recommendation, the reinstatement committee may request that the student and the parent/guardian appear in person to answer questions. If the committee recommends that the student be conditionally reinstated, the committee must include in its written recommendation to the Board a list of recommended conditions.

At or before its next regularly scheduled meeting following receipt of the reinstatement committee's recommendation, the Board will consider the recommendation and make a final decision to unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement. The Board may require a student, and if the petition was filed by a parent/guardian, the parent/guardian, to agree in writing to specific conditions to reinstatement including, without limitation, a behavior contract, completion of an anger management program, a "last-chance" agreement, counseling, drug treatment, or a psychological evaluation. The District is not obligated to provide or to pay for any reinstatement condition imposed by the Board. Upon request of the District, parents/guardians (or the student, if emancipated or at least eighteen (18) years old) will provide verification that the conditions were satisfied. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final.

If the Board denies reinstatement, the parent/guardian or student may not file another petition for reinstatement until 180 school days after the date of the denial unless the Board specifies otherwise at the time of denial.

#### B. Reinstatement Following Discretionary Permanent Expulsion

Unless otherwise expressly authorized by the Board at the time of a permanent expulsion, a student expelled for reasons other than those resulting in a mandatory permanent expulsion under Policy 5600 may not petition the Board for reinstatement until at least 150 school days after the date of the expulsion, and the student may not be reinstated until at least 180 school days after the date of the permanent expulsion. Upon receipt of a timely reinstatement petition, the Board will hold a hearing at its next regularly scheduled meeting to consider the petition and any information submitted by the parent/guardian or student and the Superintendent or designee in either support of or opposition to the petition. The Board may unconditionally grant, conditionally grant, or deny the reinstatement petition. The District is not obligated to provide or to pay for any reinstatement condition imposed by the Board. Upon request of the District, parents/guardians (or students who are emancipated or at least eighteen (18) years old) will provide verification that the conditions were satisfied. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final. If the Board denies reinstatement, the parent/guardian or student may not

file another petition for reinstatement until at least 180 school days after the date of the denial unless the Board specifies otherwise at the time of denial.

### **Enrollment Following Misconduct at Another District**

To the extent permitted by law, the District may deny enrollment to a student who engaged in misconduct in another public or nonpublic school and who seeks to enroll in the District either: 1) before the previous school imposes disciplinary consequences for the misconduct; or (2) while the student is suspended or expelled from the previous public or nonpublic school. The Superintendent or designee must refer the student to the Board if, under the student code of conduct, the student's misconduct in the previous public or nonpublic school would result in a long-term suspension or expulsion from that institution and, in the Superintendent's or designee's opinion, the student's enrollment in the District would jeopardize the safety or welfare of the District or substantially disrupt District operations. The Board will hold a pre-enrollment hearing following the Superintendent's or designee's referral to consider whether the student may enroll and, if so, any conditions on enrollment. The Board will consider any information submitted by the parent/guardian or student and the Superintendent in either support of or opposition to the student's enrollment.

This Policy does not apply to students seeking to enroll who have been expelled for any of the following offenses:

- A. possession of a firearm or other dangerous weapon;
- B. arson;
- C. criminal sexual conduct pursuant to Policy 5600, Section H.3;
- D. physical assault on an employee, contractor, or volunteer if student is in grade six (6) or above;
- E. physical assault of another student if student is in grade six (6) or above; and
- F. a bomb threat or similar threat if student is in grade six (6) or above.

### **DUE PROCESS RIGHTS**

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

- A. Building Administrator - ten (10) or Fewer School Days

Before suspending a student for ten (10) or fewer school days, an administrator must 1) provide the student verbal notice of the offense the student is suspected to have committed,

and 2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

#### B. Superintendent or Designee - fifty-nine (59) or Fewer School Days

Before suspending a student for more than ten (10) school days but less than sixty (60) school days, the Superintendent or designee must provide the parent/guardian or student with 1) written notice of the offense the student is suspected to have committed; 2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and 3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least three (3) calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A parent/guardian or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within three (3) calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

#### C. Board Suspension or Expulsion

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with 1) written notice of the offense the student is suspected to have committed; 2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and 3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least three (3) calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

### **Law Enforcement**

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

## **Reporting**

The Board directs administrators to notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law. The Board directs administrators to refer a student who is expelled for (1) possession of a dangerous weapon; (2) arson; (3) criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

## **Educational Programming During Suspension or Expulsion**

Except as otherwise provided in this policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion. The Board authorizes school officials to assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

## **Students with Disabilities**

The District will follow all applicable state and federal laws related to disciplining students with disabilities. Students with disabilities are entitled to all due process protections afforded to other students pursuant to Policy 5600. For students with disabilities, the additional procedures and protections in this Policy also apply.

### **A. Change of Placement**

On the date on which the District decides to:

1. expel a student with a disability;
2. suspend a student with a disability for more than ten (10) consecutive school days;
3. suspend a student with a disability for more than ten (10) cumulative school days in the same school year if a pattern of removals exists; or place a student with a disability in an interim alternative educational setting (explained below), the District will notify the student's parent/guardian of that decision, will provide the parent/guardian a copy of applicable procedural safeguards, and will conduct a manifestation determination review (MDR) within ten (10) school days.

### **B. Manifestation Determination Review**

The MDR team, which includes the parent/guardian and relevant members of the student's IEP or Section 504 Team, will determine whether the student's conduct was a manifestation of the student's disability.

#### **1. Conduct Was a Manifestation**

If the conduct was a manifestation of the student's disability, the District must immediately return the student to the placement from which the student was removed unless the parent/guardian and the District agree to change the placement or the student is placed in an interim alternative educational setting for up to forty-five (45) school days

(see section C). For a student with an IEP, if the conduct was a manifestation of the student's disability, the District must either: 1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan for the student; or 2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue.

## 2. Conduct Was Not a Manifestation

If the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by adhering to the due process requirements in Policy 5600.01. If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from recurring.

## C. Interim Alternative Educational Setting ("IAES")

The District may remove a student with a disability who engages in any of the following conduct to an IAES for not more than forty-five (45) school days, even if the conduct is a manifestation of the student's disability:

1. carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function;
2. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function; or
3. inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

For purposes of this section only, a "weapon" means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. A "weapon" does not include a pocket knife with a blade of less than two and one-half (2½) inches in length.

No student with a disability may be removed to an IAES without first receiving the due process rights afforded under Policy 5600.01.

If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from continuing.

## D. Dangerous Students

The District may remove a dangerous student from school as permitted by law. District administrators must follow all state and federal laws governing the removal of dangerous students with disabilities.

## E. Services During Disciplinary Removal or IAES

A student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) who is expelled or suspended for more than ten (10) school days during a school year or placed in a forty-five (45) school day IAES is entitled to receive programs and

services, although in a setting other than the regular school setting, that are sufficient to enable the student to participate in the general education curriculum and to progress toward meeting the goals contained in the student's IEP.

#### F. Students Not Yet IDEA Eligible

A student who is not currently identified as a student with a disability under the IDEA is entitled to the rights and procedures provided to students with disabilities if the District had knowledge that the student was a student with a disability before the misconduct occurred. The District is deemed to have knowledge that a student was a student with a disability only if: 1) the student's parent/guardian expressed concern in writing to a school administrator that the student needed special education or related services; 2) the student's parent/guardian requested a special education evaluation; or 3) the student's teacher or other District personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District's special education director or to other supervisory personnel. The District will not be deemed to have knowledge that the student was a student with a disability if: 1) the student's parent/guardian refused to allow the District to evaluate the student; 2) the student's parent/guardian refused special education for the student; or 3) the student was previously evaluated and determined to not be a student with a disability.

This Policy does not provide a comprehensive description of the disciplinary rights and procedures due to students with disabilities. District administrators must ensure that the rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the IDEA, Section 504 of the Rehabilitation Act, state law, and Board Policy.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.



Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building Principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V -TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live in the District. The transportation schedule and routes are available by contacting the Charlie Butz at 734.856.1443 x107

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

**Students must comply with the following basic safety rules:**

**Previous to loading (on the road and at school) each student shall:**

- A. be on time at the designated loading zone (15 minutes prior to scheduled stop);
- B. stay off the road at all times while walking to and waiting for the school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

**During the trip each student shall:**

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school vehicle at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be courteous to the driver and to other riders;
- F. not eat or play games, cards, etc.;
- G. not tamper with the school vehicle or any of its equipment.

**Leaving the bus each student shall:**

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**
- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**
- **Parent Notification Regarding Student Records. Form 8330F9**