

FLUSHING
COMMUNITY
SCHOOLS

ELEMENTARY
PARENT/STUDENT
HANDBOOK



2018 – 2019
School Year

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Board of Education

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Early Childhood Center	Mrs. Theresa Miles, Principal	591-2326
Elms Elementary	Mr. John Hagens, Principal	591-7350
Seymour Elementary	Mr. Joseph J. Reinfelder, Principal	591-5150
Springview Elementary	Mrs. Melissa Killingbeck, Principal	591-8550

VISION STATEMENT

“Preparing Learners Today for Opportunities Tomorrow”

MISSION STATEMENT

- To provide a caring, safe, and orderly school community that promotes positive citizenship.
- To provide a relevant, meaningful, and engaging educational experience for all students.
- To support individuals in attaining their greatest potential.
- To strive for continuous improvement.

Adopted by the Board of Education on November 15, 2016.

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NOTE:	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 this 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 approved by the Flushing Community School Board of Education on August 14, 2018. If you have questions or would like more information about a specific issue or document, contact your school principal.
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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 the 2018-2019 school year. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/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:

Matt C. Shanafelt
Deputy Superintendent
810-591-1184

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 INVOLVEMENT

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 in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

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. 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. involving families as partners in the process of school review and continuous improvement planning; ²
2. involving families in the development of its District-wide parent involvement 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 family involvement 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

The Superintendent or designee 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 plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

SCHOOL DAY

TIME SCHEDULES		
<u>HIGH SCHOOL</u>		
Full Day	8:00 a.m. - 2:48 p.m.
Half Day	8:00 a.m. - 11:14 a.m.
Early Dismissal	8:00 a.m. - 1:04 p.m.
Exam Days	8:00 a.m. - 12:14 p.m.
<u>MIDDLE SCHOOL</u>		
Full Day	8:00 a.m. - 2:43 p.m.
Half Day	8:00 a.m. - 11:10 a.m.
Early Dismissal	8:00 a.m. - 1:00 p.m.
Exam Days	8:00 a.m. - 12:10 p.m.
<u>ELEMENTARY SCHOOLS</u>		
Full Day	Early Childhood Center	8:45 a.m. - 3:36 p.m.
Half Day	8:45 a.m. - 12:00 p.m.
Early Dismissal	8:45 a.m. - 1:50 p.m.
Full Day	Central, Elms, Seymour, Springview	9:00 a.m. - 3:51 p.m.
Half Day	9:00 a.m. - 12:15 p.m.
Early Dismissal	9:00 a.m. - 2:05 p.m.

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 School Home Coordinator.

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 due to a medical condition.

Parents should contact the school principal regarding procedures for such instruction. Applications must be approved by the Associate Superintendent. The District will provide homebound instruction only for those confined to the home for a period of longer than five (5) school 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 unless enrolling under the Michigan Section 105/105c enrollment policy.

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. two (2) proofs of residency (in addition to a driver's license)
- D. proof of immunizations.

Homeless (McKinney-Vento) 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

Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

STUDENTS LEAVING EARLY

Students will only be released to parent/guardian and others designated by the parent/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 Flushing Community 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 school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

HEALTH & MEDICAL INFORMATION

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 school nurse.

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.

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 must be filed with the respective building principal before the student will be allowed to begin taking any medication 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.
- E. 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 in accordance with a written medication administration plan developed by the school principal and updated annually.

MEDICAL INFORMATION

School Nurse – A School Nurse is available in the district and will be consulted as necessary for student health concerns.

Student Profile Report - All information must be submitted on the Student Profile Report provided by the school. The Student Profile Report must be returned to school by the FIRST FRIDAY OF THE SCHOOL YEAR. Please provide the school updates as appropriate during the school year of this important contact and emergency information.

Communicable and Nuisance Diseases - Parents are to contact the school if their child has contacted a communicable or nuisance disease. The school nurse will be consulted as needed.

Disease Re-admission Guidelines

School reentry guidelines are based on the recommendations of the Michigan Department of Health and Human Services and the local health department in addition to individual Health Care Providers directives. Please contact your child's school office for the disease specific information and exclusion guidelines.

Nuisance Disease - Head Lice

Head Lice Protocol

An active infestation is defined as the presence of live lice or any nits found within one quarter inch of the scalp. (MDE)

- One quarter inch will be measured with a clean ruler.

School Attendance (This includes any school sponsored activities)

If a student is identified with an active infestation, the student's parent/guardian will be notified promptly. The student's parent will be given the opportunity to pick their child up from school and start the treatment process immediately with the student receiving an excused absence. If it is not possible or optimal for the student to be picked up at the time of the discovery of lice, the parent and building principal may choose to have the student remain at school and treatment begin after completion of the school day. (MDE)

Readmission Guidelines for return to School

- Treatment for head lice must occur for all students with an active infestation before returning. (MDE)
- Upon return to school the student must be accompanied by parent or designated adult. (MDE)
- Before returning to the classroom a designated employee will recheck the student's hair. (MDE)
- If there are no signs of an active infestation (no live lice or nits within one quarter inch of the scalp), the student may return to class (MDE).
- Any student with nits greater than one quarter inch from the scalp with no live lice detected can remain at school. However, parents/guardians will be asked to remove any remaining nits at the end of the school day. Parents will also be expected to continue checking their child's hair daily for 2 weeks removing all nits and treating hair if additional live lice are found. (MDE)
- After the student has been given permission to return to class, periodic head checks will be performed by a designated school employee over the next few weeks. Head checks will be performed discretely and with confidentiality remaining a priority. (MDE)

Informational Parent Letters Sent Home

When a significant increase in head lice cases is detected, or at the discretion of the building principal or school nurse, a general fact sheet or parent education letter will be distributed to parents. (MDE)

INDIVIDUALS WITH DISABILITIES

The American's 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 Special Services office at 810-591-2320 to inquire about evaluation procedures and programs.

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 program offered by the District. Parents should contact the Special Services office at 810-591-2320 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 employee's 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.

Directory information includes:

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other

information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 1. interest inventories and aptitude tests,

- 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
 - E. verified reports of serious or recurrent behavior patterns
 - F. rank in class and academic honors earned
 - G. psychological tests
 - H. attendance records
 - I. health records
 - J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an

official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or

safety of a student or other individuals, considering the totality of the circumstances;

- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

- D. release de-identified records and information in accordance with Federal regulations;

- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under

this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is

copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

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. address;
- C. date and place of birth;
- D. major field of study;
- E. participation in officially recognized activities and sports;
- F. height if member of an athletic team;
- G. weight, if member of an athletic team which requires

- disclosure to participate;
- H. dates of attendance;
- I. date of graduation;
- J. awards received;
- K. grade level;
- L. most recent educational agency/institution attended
- M. degree received;
- N. honor rolls;
- O. scholarships;
- P. telephone numbers for inclusion in school or PTO or organization directories;
- Q. school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District by the end of the first week of school.

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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

BIRTHDAY CELEBRATIONS

Birthday celebrations at all of our elementary buildings are **food free**. This means that, while we acknowledge and honor birthdays, we ask that you do not send in food for the classroom. Teachers are very creative with celebration ideas and can offer you ideas for acknowledging your child's birthday (special pencils, stickers, etc.). Please speak with your child's teacher for suggestions!

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.

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.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur according to state law.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify area radio and television stations. A recorded message will be sent to every family in the district. Parents and students are responsible for knowing about emergency closings and delays.

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.

LOST AND FOUND

Each school building has an area for lost items. 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 the school year.

SECTION II - ACADEMICS

COURSE OFFERINGS Kindergarten, Grades 1-6

Language Arts

- Reading
- Writing
- Speaking & Listening
- Language

Mathematics

Social Studies

Science/Health

Computer Lab

Art

Optional Programs

Strings (Grades 4-6)

Band (Grades 5-6)

Choir (Grades 5-6)

Art Club (6th Grade)

STEM (Grades 3-6)

Other Activities

Safety Patrol (Grades 5-6)

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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All students must ride the bus to the field trip destination. Attendance rules apply to all field trips.

The district is not responsible for money lost due to the unforeseen cancellation of a field trip. If money is returned from the trip location, parents will be reimbursed in a timely fashion.

PROMOTION, PLACEMENT, AND RETENTION

Elementary - Middle School

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

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 of 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 upon entry to Flushing Community Schools or when transitioning to a different building within the district.

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 e-mail address.

SECTION III - STUDENT ACTIVITIES

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional 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 nonschool 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 proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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 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.

Excused Absences/Notification of Absence

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 of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy [5223](#) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence and prolonged absence.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of

conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L. 380.1561, 380.1561(3a-3c), 380.1586(3) © **Neola 2012**

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.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or by the following day. They are to call the school attendance line or school office and explain the reason for the absence. 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 the missed school work.

<u>School</u>	<u>Attendance Line</u>
Early Childhood Center	591-2326
Central Elementary	591-1904
Elms Elementary	591-7351
Seymour Elementary	591-5151
Springview Elementary	591-8551

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 noncurricular school activities and events and a notation made on his/her grading record concerning his/her frequent absence from school.

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.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work 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 are to be obtained from the classroom teacher 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.

Excusable, Nonapproved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he 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 his/her parents shall be subject to the truancy laws of the State. We follow the Genesee County Attendance Procedures.

Tardiness

Elementary Level

A student who is not in his/her assigned location by 9:30 a.m. shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

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 excusably 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 classroom teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused 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 the principal to arrange for taking the test.

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

It is important to create a school that promotes a safe, orderly and respectful learning environment. Schools such as this have increased academic achievement, attendance and overall student success. The elements of school-wide Positive Behavioral Interventions and Support (PBIS) are essential prerequisites for creating this school environment. Each elementary school is in the process of developing and implementing a Positive Behavioral Interventions and Support system. A PBIS system is research based and concentrates on a student support system implemented school-wide to promote appropriate behavior in all areas and activities of the school. This is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Building principals are responsible to administer discipline for persistent disobedient behavior, which may include suspension from the classroom, after-school suspensions, and out-of-school suspension. In extreme cases of persistent disobedience, the administration may recommend expulsion to the Board of Education. Detailed procedures and policies are located in the back of this handbook under Student Rights and Responsibilities. The following is a list of offenses which will result in the appropriate discipline in our elementary buildings:

1. Possession or use of cigarettes, chewing tobacco, or any other tobacco products
- *2. Possession or use of alcohol or drugs
3. Arson
4. Malicious destruction of school property
5. False fire alarm or calls to 911
6. Obscenity - language, gestures, or printed
7. Physical attacks
8. Fighting
9. Stealing
- *10. Criminal sexual conduct
- *11. Sexual harassment
12. Vandalism
- *13. Possession and/or use of weapons
14. Cheating
15. Gross disrespect and/or defiance of authority
- *16. Threatening or intimidating other students
17. Weapons

18. Search and Seizure
19. Bullying
20. Hazing

* GOVERNED by State of Michigan and/or Federal Law

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- 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;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- 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. Personal expression is permitted within these general guidelines.

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 are examples of appropriate and inappropriate clothing and/or accessories:

Appropriate Apparel:

- Jeans, slacks, capri or crop pants,
- shorts/skirts/dresses that are below the fingertips in length when arms hang down at sides,
- shirts/tops with sleeves,
- sleeveless shirts/tops with collars,
- sleeveless shirts/tops with crew necks.

Inappropriate Apparel:

- showing of underwear, including bra straps,
- shorts/skirts/and dresses that are above the fingertips in length when arms hang down at sides,
- holes in pants/shorts/skirts
- shirts/tops showing midriff or cleavage,
- see-through tops (undergarment must meet dress code),
- halter or tube tops,
- shirts that have spaghetti straps,
- shirts/tops with inappropriate statements, subject matter, profanity, slogans or symbols which promote or make reference to substances that would be considered illegal for minors (in addition, the articles of clothing should not display words, symbols, weapons, or pictures that are derogatory, obscene, vulgar, violent and/or discriminatory),
- hats, bandanas,
- jewelry with spikes or studs, safety pin jewelry or accessories, chains and/or any other articles of clothing that may create a disruption to instruction or the school.

Students who are representing Flushing Community Schools 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.

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.

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

(Organized by Rule Number)

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

1. Use of drugs

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, steroids, 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 has a negative effect on the school environment is prohibited. Attempted sale or distribution is also 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 s/he 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, s/he 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 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. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

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 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 his/her 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 s/he brings onto or has in his/her 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. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s 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.

12. False alarms, false reports, and bomb threats

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.

13. 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.

14. 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.

15. 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 the classroom teacher/principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

16. 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 expulsion.

17. Damaging property

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

18. 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 will be referred to the County Truancy Officer.

19. 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 guideline. Violations of this rule could result in suspension or expulsion.

20. 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.

21. 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.

22. 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.

23. Possession of Wireless Communication Devices (WCDs)

A student may **possess** wireless communication devices (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, provided that the WCD or other ECD/ESD remains off.

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.

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 disciplinary action. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

24. 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.

25. Violation of bus rules

Please refer to Section V on transportation for bus rules.

26. 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.

27. Harassment

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who

has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;

- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an

educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- 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.

- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or

ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Matt Shanafelt

Lisa Pyne

(Name)

(Name)

Deputy Superintendent	Director of Special Needs
(School District Title)	(School District Title)
810-591-1184	810-591-2321
(Telephone Number)	(Telephone Number)
522 N. McKinley Road	409 Chamberlain
Flushing, MI 48433	Flushing, MI 48433
(Office Address)	(Office Address)
matt.shanafelt@flushingschools.org	lisa.pyne@flushingschools.org
(E-mail Address)	(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop. Thereafter, the Compliance Officer or

designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18) within two (2) school days, to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In

addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#).)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All

records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates

abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

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T.C. 2/9/18

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28. 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 judgement 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:

- reflective writing (i.e. – apology letter, personal action plan, etc.);
- change of seating or location;
- lunch-time and/or after-school detention;
- in-school restriction (i.e. – loss of recess, etc.).

In-School Discipline

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room;

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend. In the case of expulsion, the student remains out of school during the appeal period.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal

system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Associate Superintendent. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the meeting with the Superintendent;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Flushing Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

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, nonsponsored, 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 a specified distance from school. This distance differs per school building. Parents should contact the Transportation Department at 810-591-2786 to see if their child is eligible for transportation. The transportation schedule and routes are also available by contacting the Transportation Department or going to the school website.

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 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 will assign seating and 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:

- be on time at the designated bus stop;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;

- refrain from crossing a highway until the driver signals it is safe to cross;
- 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:

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

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- 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;
- 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.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Rights and Responsibilities

The Flushing Board of Education is committed to assure students their rights and legal due process as they interact within the total school environment. While exercising these privileges, it is equally important that each student live up to his/her responsibilities and respect the rights of others. Teachers have a right to teach in a climate free of harassment, violence or other disruptions. Students have the right to learn without disruptions from classmates and to be free from illegal assault. Students have the right to dissent without resorting to violence.

In this regard, the Board of Education recognizes the importance of home-school cooperation in establishing conditions, attitudes and behavior which promote an effective learning environment.

While promoting a truly democratic spirit in the school, the Board will actively support any reasonable actions necessary to insure proper order and effective learning. The following rights and responsibilities apply for each K-12 student in Flushing Schools.

It is the student's right to:

- Attend school in the district in which his/her parents or guardian reside.
- Express his/her opinions verbally or in writing.
- Behave and dress in a manner that expresses his/her personality.
- Be represented by a student government selected through free school elections.
- Expect that the school will be a safe place for all students to gain an education.
- Be afforded a fair hearing with the opportunities to call witnesses in his/her case in the event of disciplinary action brought against him/her.
- Participate in school activities without being subject to unlawful discrimination on any basis.

It is the student's responsibility to:

- Attend school daily, be on time to all classes, study diligently and strive for the best possible level of academic achievement.
- Express his/her opinions or ideas for legitimate purposes and not with a purpose to offend or slander.
- Behave and dress in a manner that meets standards of propriety, modesty, good taste; prevent unnecessary disruption of the educational process and avoid clothing that is obscene, profane or promotes controlled substances.
- Take an active part by running for office, voting for the best candidates and making concerns known through his/her representatives.
- Be aware of all rules and expectations regulating student behavior. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
- Be willing to volunteer information for the good of the school in disciplinary cases should he/she have knowledge of importance in such cases.
- Foster good human relations within the school by practicing courtesy and tolerance in his/her dealing with others to the dignity and worth of individuals.

B. Philosophy of Discipline

The primary objective of student discipline and control is to produce a school environment where complete attention may be directed toward the learning-teaching activities.

Discipline may be defined as the control of conduct by the individual him/herself or by external authority. It includes the entire program of allowing the individual student to adapt and live in a democratic society and places emphasis on two major areas:

To expect a student to assume personal responsibility for his/her own behavior and to assist the student in becoming a responsible, productive, self-disciplined citizen within the school and in preparation for assuming his/her adult responsibilities.

To guide students so as to enhance the efforts of the school, teachers and other students in all school settings. Students are expected not to disrupt any classroom or school activity in which they are directly and/or indirectly involved.

The school system has a charge to assist each individual student in assuming more responsibility for his/her actions as he/she matures and gains experience. While it is recognized that students can be controlled through fear and actual physical restraint, the intent of the school is to help students develop self-control and self-discipline. For these reasons:

The best discipline is preventative in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's self-image, his/her active participation both curricular and extra-curricular activities, his/her motivation to learn, and the understanding and support he/she receives from parents, teachers and other adults. Discipline and control must be treated as an individual matter for each student, depending on his/her age, maturity and experience.

In accordance with P.A. 521, Flushing Community Schools prohibit corporal punishment.

The enforcement of all rules and regulations must meet the standard of being reasonable, or they shall be held to be invalid. The educator, acting in the place of the parent is legally privileged when using reasonable disciplinary measures in the enforcement of rules and regulations.

C. Suspension and Expulsion

Since students are basically motivated to learn to meet standards of acceptable behavior, the roles of teachers and other school employees should be one of guiding students in understanding, establishing and maintaining acceptable behavioral standards.

The public schools have a responsibility for educating each student and contributing to his/her growth and development. When an individual demonstrates that he/she is unable or unwilling to conform to school regulations, it may become necessary to remove him/her from the group. If, after due process, the information reveals that the student is clearly a distracting or corrupting influence, suspension and expulsion are permitted.

Flushing Community Schools will adhere to P.A. 451 section 380.1311 with regard to the suspension or expulsion of students with disabilities.

1. Definition of Terms

- a. "Gross misdemeanor" means serious misbehavior or misconduct which is intentional and has detrimental effect on the school or any person connected with the school. Thus, "gross misdemeanor" is not limited to criminal conduct.
- b. "Suspension" means exclusion from class, school, or transportation pending the fulfillment of a specific set of conditions. A student on out-of-school suspension may not take part in or attend any school function.
 - (1) "Short term suspension" may be a set number of days or an indefinite number of days (not exceeding ten (10) school days):
 - (a) To correct a condition which is in violation of school regulations.
 - (b) To protect the student, school population or community.
 - (c) To provide time for school authorities to arrange necessary referrals and appointments for evaluation and treatment of a student.
 - (2) "Long term suspension" may range from ten (10) days to varying lengths of time and are imposed by the Superintendent of Schools or Board of Education for more serious violations, but with further planning for the student to remain in the school district.
- c. Expulsion from school is a denial to a student of the right to attend school and take part in or attend any school function. Expulsions are imposed by the Superintendent of Schools or Board of Education, which sets the length and conditions of all expulsions.

2. Grounds for Suspension and Expulsion

The Flushing Board of Education establishes the following categories of misconduct as those which may result in suspension or expulsion from the Flushing Community Schools. The categories are general in nature and are not deemed to be all inclusive. Misconduct of students apply while on school property and while attending school sponsored events. Further, these rules apply at any time or at any place where violation of the rules might adversely affect the safe and orderly operation of the schools, or the safety and welfare of other students and school employees.

- a. **Attendance**
 - (1) Repeated tardiness
 - (2) Truancy
 - (3) Walk-out
 - (4) Closed campus violation
 - (5) Absences in excess of sixteen (16) days
- b. **Disobedience**
 - (1) Defiance of authority
 - (2) Disruptive behavior
 - (3) Non-diligence toward studies
 - (4) Refusal to identify oneself to any school employee
 - (5) Violation of school rules
 - (6) Disrespect for school personnel (either when school is in session or at a school-sanctioned event, on or off school property)
 - (7) Cheating
- c. **Gross Misdemeanor**
 - (1) Arson
 - (2) Bomb threat
 - (3) Extortion or intimidation
 - (4) False fire alarm
 - (5) Striking or threatening students or school employees on or off school premises, in or out of school
 - (6) Theft or possession of stolen property
 - (7) Vandalism
 - (8) Violation of national, state or local laws
- d. **Detrimental Personal Conduct**
 - (1) Use of profane or offensive language
 - (2) Conduct considered to be indecent, obscene, immoral, vulgar or disorderly.
- e. **Use, possession, or sale of illegal materials or of material represented as mind-altering and/or controlled substances.**
 - (1) Tobacco or tobacco products
 - (2) Alcohol
 - (3) Drugs which produce abnormal behavior
 - (4) Pornographic materials
- f. **Weapon-An individual shall not possess, carry, or attempt to possess or carry any of the following on school property:**
 - (1) Firearm
 - (2) Explosive
 - (3) Knife with a blade of any length
 - (4) Razor, box cutter, or item with a similar blade
 - (5) Dangerous weapon
- g. **Being a threat to the safety of self, or other students, staff, or the school**

3. **Legal Basis: For a Short Term Suspension**

- a. On the basis of present Michigan School Law, the principals and assistant principals of the Flushing Community Schools are delegated the authority by the Board of Education to suspend students from school.
- b. The authority for expulsion or suspension by the Superintendent of Schools or Board of Education as well as making reasonable rules and regulations regarding discipline is granted in section 380.1311 of the Michigan School Code.

380.1311: The Superintendent of Schools or Board of Education may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Superintendent's or board's judgment the interest of the school may demand the authorization or order.

4. **Procedures for Suspension or Expulsion**

- a. For a Short Term Suspension, the principal or assistant principal shall adhere to due process.
 - (1) The student and parent/legal guardian have the right to be notified of the charges, the length of suspension, the right of appeal and the conditions under which the student may be reinstated in school.
 - (2) During the time of out-of-school suspension, the student cannot participate in any extra-curricular activities or be present on school property during school-sponsored activities, unless for an administratively approved pre-arranged conference. The student shall be recorded as absent during the period of out-of-school suspension.
 - (3) A parent conference may be required as a condition for re-admission after a suspension.
 - (4) In some circumstances, a suspension may be issued pending further investigation.
- b. The Superintendent of Schools or Board of Education may invoke a long term suspension or may expel a student through the following procedures:
 - (1) The student and parent/legal guardian have the right to be notified in writing of the charges, and that there shall be a hearing by the Superintendent of Schools or Board of Education at its next official meeting.
 - (2) During the time of out-of-school suspension, or expulsion, the student cannot participate in any extra-curricular activities or be present on school property during the regular school hours or during school sponsored activities, unless for an administratively approved pre-arranged conference.
 - (3) During out-of-school suspension any class work missed will be made up. The student shall continue to be enrolled in school and shall be recorded as absent during the period of suspension.
 - (4) Upon expulsion, the student shall be dropped from school enrollment.

5. **Appeals**

- a. If a student is suspended pending a parent conference, there is no appeal procedure for that time period.
- b. Appeals for Short Term Suspensions should occur in the following sequence:
 - (1) Suspending administrator or building principals
 - (2) Designated Central Office Administrator
 - (3) Superintendent or Board of Education

6. **Procedure for Long Term Suspension or Expulsion**

- The Superintendent of Schools or Board of Education may invoke a long term suspension (more than 10 days) or expel a student, if the following conditions are met:
- a. The principal shall suspend the student from his/her classes, and, as soon as possible and in writing, notify the Superintendent of Schools of the recommended expulsion. He/she shall forward this recommendation with all documented evidence available in support of this action.
 - b. The Superintendent of Schools or Board of Education shall hold a hearing and shall make the final decision on the basis of the evidence presented at this hearing. If heard by the Board of Education the hearing shall be held at the next official meeting of the Board or as soon as is practical under the circumstances.
 - c. The hearing shall conform to the following general principles:
 - (1) The student, his/her parents and/or other representatives shall be afforded the opportunity to be present.
 - (2) The administration shall present the charges and a summary of the essential evidence in support of those charges.
 - (3) Where the student denies the charges and where the credibility of witnesses is an important issue, the student and his/her parents shall generally be given the opportunity to confront the witnesses face to face. Otherwise, an administrative summary of evidence shall be deemed sufficient.
 - (4) However, where there is good reason to protect the identity of student witnesses, then the administrative summary of such evidence shall suffice. The summary should also include written statements from the witnesses but identifying information (name, address, etc.) must be expunged. The summary shall also include a clear statement of the reasons for protecting the identity of the witnesses.
 - (5) The student and his/her parents or other representative shall be given a full opportunity to relate information and describe the situation/incident and make recommendations to the Superintendent or the Board of Education.
 - d. Within three (3) school days of the hearing, the Superintendent of Schools shall notify the parents, in writing, of the official decision.

WEAPONS

In accordance with the federal "Gun-Free Schools Act of 1994" and the State of Michigan Public Act 328 of 1994, any student found in possession of a weapon while the student is in attendance at school, or at a school sponsored activity, or while the pupil is en route to or from school on a school bus, will be subject to ramifications and consequences of the laws.

In general, major provisions of the two (2) laws are as follows:

Federal Law: Gun-Free Schools Act: this law basically **requires** a school to expel any student who brings a "firearm" or explosive device onto school grounds. The expulsion is to be for at least a one-year period.

Michigan Law: Public Act 328 and Public Act 250 of 1995 – This law also **requires the expulsion** of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or criminal sexual conduct in a building or on school grounds.

A dangerous weapon refers to a firearm, dagger, dirk, stiletto, knife with a blade over (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar or brass knuckles. The law provides for the permanent expulsion of students who violate its provision. Also, the punishment is mandatory; meaning the school district must expel the student. If the student is in grade six, or above, the student may be readmitted after one hundred eighty (180) days. A student cannot be admitted to any public school in Michigan during the expulsion period.

Students in grades five (5) and below who are expelled for reasons other than possession of a fire arm or threatening another person with a dangerous weapon may petition for reinstatement after ten (10) days. If reason for expulsion is firearms or threat with a dangerous weapon, ninety (90) days is the earliest time for reinstatement. Guidelines for reinstatement hearings are available upon request from the Superintendent's office. A student cannot be admitted to any public school in Michigan during the expulsion period.

The Superintendent of Schools or the Board of Education is responsible for making decisions regarding suspension and expulsion pursuant to these laws.

Additionally, Genesee County law enforcement agencies and Flushing Schools have included mace, pellet guns, pepper gas and any other commercial and/or homemade devices that can be used to inflict damage to property, cause harm to individuals or disturb the educational setting of school will be considered a weapon. Such infractions of school policy can result in an out-of-school suspension of up to ten (10) days and a possible recommendation to the Superintendent of Schools or Board of Education for a long term suspension or permanent expulsion.

SCHOOL SAFETY LAWS

Public Act 104

Requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion (Procedure outlined in P.A. 328). The law also **requires** the expulsion of students for up to 180 days for verbal threats, bomb threats, or similar threats.

Public Act 103

Allows a teacher to suspend a student from class for the hour, class, subject, or activity for up to one full day if the teacher determines, based on local board criteria, that the student's presence creates a clear threat to the safety and welfare of others.

Public Act 102

Requires school districts to expel a student for up to 180 days for student on student assaults. The law **requires** school districts to report incidents of school safety crimes to the Department of Education.

OFF CAMPUS MISCONDUCT

Students are subject to the authority of district officials and the Student Code of Conduct at school-sponsored events and activities which take place off of school premises (i.e., off-campus).

Students are also prohibited from engaging in, at any time, any off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional), welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing vicious crime off-campus).

A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, public or private, or who is alleged to school authorities to have engaged in misconduct in another school system, but who has withdrawn from said school system before such misconduct was established by an appropriate hearing, which misconduct if true, is of sufficient gravity to pose a threat to the health or welfare of students or district personnel, may be subject to suspension or expulsion where such misconduct has been established in a hearing before the superintendent or his/her designee.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles and personal effects (i.e. purse, book bags, athletic bag), may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

The administration is authorized to utilize canines to aid in the search for contraband on school owned property and automobiles parked on school property. An indication by canines that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

The administration is authorized to conduct metal detector checks of groups of individuals in a minimally intrusive, nondiscriminatory manner.

Further, if a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effect. 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. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action.

STUDENT RECORDS

A. Collection, Maintenance and Release of Student's Educational Records:

In recognition of the school district's need to collect educationally related data concerning district's students to satisfy legal requirements and for purpose of assisting school personnel in helping students with their academic, personal, and vocational decisions, and recognizing the confidentiality of such data and the need for handling in compliance with the "Family Educational Rights and Privacy Act. 1974, and PL 94-142, The Education of all Handicapped Act, Part B, "The Board of Education of Flushing Community Schools established the following policy and procedures for collection, maintenance, and release of personally identifiable educational records, with the following purposes in mind:

1. To outline for those employees of the Flushing Community Schools having charge of or using students records by whom and under what circumstances these records may be collected, inspected, and released and;

2. To preserve the confidential relationship between school and student except: 1) Under specified conditions listed within, that no information will be released to third parties without the consent of the student or his parents or guardian. The parent or the student is allowed to review and challenge the information in the student's records. 2) For court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher ranking government official.

B. Supervision of Records

1. The Superintendent of Schools, or his/her designee, shall have the over-all responsibility of maintaining and preserving the confidentiality of all student records collected with the Flushing Community Schools.
2. The building principal shall have the responsibility for maintaining and preserving the confidentiality of student records collected within the school building under his/her jurisdiction. He/she may, however, designate another school official (e.g. at the high school and middle school) such as a counselor to perform these duties for the principal. At the elementary school only the principal has the responsibility for the maintenance and release of student information.
3. The administrator in charge of special education will be responsible for maintaining and preserving the confidentiality of all records collected and maintained for each student tested and classified as handicapped and those receiving special education services .
4. The principal, or his/her designee, is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. He/she is responsible for reviewing files and deleting temporary records when necessary. The principal is also responsible for granting or denying access to records on the basis of these regulations.
5. It is the responsibility of the principal, or his/her designee, to see that the parents/students of his/her building are given appropriate annual notification of their rights under this policy.

NOTE: Parent/student as used in this policy means "parents" of a minor student and "students" who are not minors.

All student data collected shall be classified according to the following outline and kept in the appropriate record:

1. **Administrative Records CA 60 (permanent)**
 - a. Birth Date
 - b. Sex
 - c. Names, addresses, and places of employment of parents
 - d. Academic work completed
 - e. Grades, including type and severity of handicap(s); for special education students.
 - f. Attendance records
 - g. Drop and re-entry records including for handicapped students, dates of referral to special education, educational programs and related services provided, and dates related services are initiated/terminated
 - h. Honors and activities
 - i. Date of graduation
 - j. Class rank
 - k. Follow-up records, additions to family, etc.
 - l. Test data: scores on standardized tests
 - m. Racial or ethnic group
 - n. District of residence for special education students

Maintenance Procedure:

1. Administrative Records are maintained by the school for an indefinite period.

A student's records shall be reviewed when he/she moves from elementary to junior high to senior high and upon graduation.

2. **Supplementary Records**
 - a. Observational data: e.g. teacher/counselor reports
 - b. Clinical records; psychological studies as requested by parents and/or professional staff.
3. **Student records that do not fall within this policy.**
 - a. Individual teacher's or administrator's notes used only by that person or a substitute.
 - b. Medical, psychiatric, and psychological records which are confidential.
 - c. Employment records, if not a part of student's status.
 - d. Alumni records collected after graduation.

2. Supplementary records, including all psychological studies and reports received from the Genesee Intermediate School District, shall be destroyed as soon as appropriate and parent/ student are notified of proposed destruction, or shall be transferred to the administrative records if they have permanent usefulness.

3. Records (a and b) are kept in professional's personal file and destroyed when no longer of value in handling student's needs, in accordance with section G of this policy.

C. Confidentiality of Records

1. **Right to Access**

- a. Any parent or guardian of a student under 18 years of age, or any student 18 years of age or over, shall have the right to examine the educational records of the school district directly relating to that student.
- b. Educational records of a student will be made available to other persons, only upon written consent (on appropriate available form) of the parent or student save for the following exceptions:
 - The records can be shown to the school official, professional personnel and their aides for legitimate educational purposes.
 - The records may be shown to federal and state agencies in connection with financial aid requests, to testing agencies to administer and validate their tests, and to accrediting other institutions upon court order, in accordance with the conditions set forth in #99. 31 of the Department of Health, Education and Welfare Rules.

A record of all requests or disclosures made to any of the above agencies must be made a permanent part of the student's record. This does not apply to school officials and personnel, parents or students.

- When personally identifiable information is disclosed, it may be done only on condition that the information is not re-disclosed to

anyone without the consent of a parent/student. If the information is disclosed to a person who did not need the student's permission, the condition on re-disclosure is that it can be redisclosed to another person within the same agency if the school is given (and maintains) a record of the re-disclosure. When records are forwarded to a student's new school, a brief note shall be appended to the student's administrative record(s) central registry, etc., regarding transfer of education records to the school.

- The principal of the school may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- c. It shall be the policy of this district to forward educational records to another school in which the student seeks or intends to enroll, upon request. A parent or student shall have the right to review or obtain copies of the records and an opportunity to challenge.
- d. Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his/her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

2. Limits to Access

- a. A school is free to restrict access:
 - by a student to the financial statement of the student's parents,
 - by a parent/student to letters or statements submitted on a confidential basis before January 1, 1995 and,
 - by a student/parent to any confidential letters or statements recommending or not recommending admission to an education institution, employment, or an honor, if the student has waived his right to access.
- b. If the record includes information on other students, the parent/student has the right to see or be informed of the part relating only to the student.

3. Procedures for Access

- a. Parents requesting information or to review the records are required to complete the appropriate form and submit it to the building principal. The principal is to set an appropriate time for examining the records and shall be present to explain the records.
- b. Parents may request copies of their child's records and the cost of copying will be charged to the parent.

D. Challenges and Hearings

- 1. A student 18 years of age or older, or the parent/guardian of a student under 18 may challenge the content of a school record on the grounds that it is inaccurate, misleading, or otherwise inappropriate.
- 2. Any challenge directed to the principal or his designee shall be reviewed by the principal and/or his designee. The principal and/or his designee shall submit a written statement to the student, 18 years of age or older, or parent/guardian of the student under 18 years of age, within ten (10) school days of the challenge if the challenge is refused. Such denial shall contain the principal's reasons thereto.
- 3. The student or his/her parent/guardian may appeal, in writing, a principal's decision and request a hearing before the Superintendent of Schools or Board of Education.
- 4. The student and parent/guardian may be represented by counsel and may present facts and circumstances concerning the request and remedies sought. The student or parent/guardian may determine if the hearing is to be private or public. The decision of the Superintendent of Schools or Board of Education shall be furnished in writing to the student and/or parent/guardian within five (5) school days after the meeting of the Superintendent of Schools or Board of Education in which final action in the recommendation has been taken.
- 5. All appeal documents will become part of the student's records only if the appeal is denied.
- 6. In the event the school official decides not to honor a request to amend the records, the parent/student has a right to have attached to the challenge record his reasons why the record is inappropriate.
- 7. Parents and students over 18 years of age have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

E. Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Flushing Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Flushing Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Flushing Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing your student's role in a drama production
- b. The annual yearbook
- c. Honor roll or other recognition lists
- d. Graduation programs
- e. Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised Flushing Community Schools that they do not want their student's information disclosed without their prior written consent.

If you do not want Flushing Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of each school year. Flushing Community Schools has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- a. Student's name
- b. Participation in officially recognized activities and sports
- c. Address
- d. Telephone listing
- e. Weight and height of members of athletic teams
- f. Electronic mail address
- g. Photograph and video images of school activities
- h. Degrees, honors, and awards received
- i. Date and place of birth
- j. Major field of study including Career Tech Ed
- k. Dates of attendance
- l. Grade level
- m. The most recent educational agency or institution attended

F. Waiver of Rights

1. Parent/student may waive any rights under this policy. A waiver may not be requested by the school as a condition of participation of any school service.
2. If a student waives the right to inspect confidential letters of recommendation, the student retains the right to know the names of persons who have provided letters.
3. A waiver may be revoked at any time. However, letters written while the waiver was valid will still be confidential.

G. Destruction of Information

1. The agency shall inform parent/eligible student when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. The information shall be destroyed at the request of the parents.
2. However, a permanent record of a student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation.
3. Each handicapped person's individualized education program shall be kept on file for a minimum of three (3) years and shall be subject to all rules under this part.

NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), requires Flushing Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

MEDICINE CONTROL POLICY

It shall be the responsibility of the pupil's building principal or principal's designee to control and supervise the administration of medication at school and/or school related functions.

The "Authorization For The Use Of Medicines At School" form must be completely filled out and on file in the school office before any medicine can be given to students by school staff. Medication administered at school must be provided to the building office in the actual prescription bottle.

Inhalers – Students may possess and use a metered dose inhaler or a dry powder inhaler for the relief of asthma symptoms while at school, on school-sponsored transportation, or any school-sponsored activity when approved by a physician and requested in writing from student's parent/guardian. "Authorization For The Use Of Medicine At School" forms are available in each school office.

REGULATIONS ON STUDENT ATTENDANCE

A. Student Absences

Flushing Community School District recognizes that regular attendance is an essential and integral part of the processes of education and of preparing students for the many challenges society presents. The school takes the position that for a student to progress in school, regular attendance is essential. In addition to influencing future employability, regular attendance helps students develop a sense of responsibility and self-discipline, while offering them the full benefits of the educational opportunities being presented. It is the purpose of the Flushing Community Schools' attendance policy to reinforce and assist parents in developing the attendance attitudes of their children essential to their functioning as responsible, contributing members of society. The district recognizes that individual student needs must be considered in implementing this policy.

B. Attendance Regulations

Student Absences - High School

Attendance Procedure/Parent Notification

The Flushing High School attendance policy is based upon the belief that students need to be in class each day and on time in order to maximize their learning opportunities.

With that philosophy in mind, the school recognizes that a student may have circumstances (doctor appointments, court dates, illness, etc.) that cause him/her to miss school. An absence is defined as any non-attendance in a class greater than 50% of the allotted class period for reasons other than school-related activities approved by the administration.

In order for an absence to be excused, a parent or legal guardian must call the Flushing High School Attendance Line (591-3780) on the day of the absence or before noon the following day to report their child's absence from school. Any absence not reported by noon the following day will result in an unexcused absence. Students receiving an unexcused absence will not receive credit for any and all assignments, tests, projects, and/or class activities missed during the absence and will also be disciplined for "skipping". In the event that an extenuating circumstance should prevent a parent or legal guardian from contacting the school within the required time guidelines, the parent or legal guardian should contact the principal and/or assistant principal in a timely manner to discuss the status (excused or unexcused) of the absence.

Absences due to appointments are considered an excused absence. Students having to leave for appointments during the school day must check out in the Attendance Office. Parent/Guardian must notify the Attendance Office prior to the student leaving school. If the student returns to school, the student must report to the Attendance Office before returning to class. The student may also present a note from the physician (or other appropriate person) to confirm the absence upon their return. Any student leaving the building without checking out at the office will be marked unexcused and will be disciplined for leaving the building without permission.

Missing class time due to approved school-related functions (i.e. class field trips, participation in sporting events, or other school-related activities) will be excused. However, students should see their teacher(s) in advance to obtain work missed during the absence.

A parent/guardian will be notified by letter after the fifth (5) unexcused absences as well as contacted by the individual teacher(s). Students will meet with the counselor after seven (7) total absences regardless of whether they are excused or unexcused.

Attendance status is available for review on the High School web site under the heading "ParentWeb". Absences will be coded in one of the following categories:

E=Excused U=Unexcused T=Tardy
S=School-related absence O=Out-of-School Suspension

If a student knows in advance that he/she will be absent for three or more days, the student should obtain a "Prearranged Absence Form" from the Attendance Office. Upon submission of this form, students will, in most instances, be able to obtain class work in advance of the absence.

Tardy

1. Students are to be in class when the bell begins to ring.
2. Three (3) tardies will result in a written warning by the teacher.
3. Four (4) tardies will result in one day of After School Detention (ASD).
4. Five (5) tardies will result in either two days of After School Detention (ASD) or one Saturday School Detention (SSD).
5. Six (6) and subsequent tardies will result in appropriate discipline, which may include additional After School Detention (ASD) or Saturday School Detention (SSD), Out of School Suspension (OSS), and/or parent meeting to address the apparent pattern of tardiness.

Truancy

1. In dealing with students who are truant (absent from school without knowledge of parents/guardian or the approval of the school), some or all of the following actions will be taken:
 - I. A conference is held between the student and the assistant principal, and parents/guardian will be notified.
 - II. Students identified as truant from school will be assigned appropriate disciplinary action, which may include, but not be limited to, In-School Suspension (ISS), After-School Detention (ASD), or Saturday-School Detention (SSD).
 - III. If the truancy problem is not corrected, a conference will be requested with the student, parent/guardian, and assistant principal.
 - IV. Continued truancy could result in a suspension from school.
2. If a student is under sixteen (16) years of age, a petition may be filed with the Genesee County Probate Court (Juvenile Division) when the student does not attend school on a regular daily basis.

Appeal Process

The parent/guardian may appeal an absence being determined as "unexcused" and any discipline issued as a result of these regulations.

The sequence of appeal is as follows:

- I. High School Principal
- II. Associate Superintendent
- III. Superintendent (In the case of a long-term suspension/expulsion, the final appeal is made to the Superintendent of Schools or Board of Education.)

DRUG PREVENTION PROGRAM

The Board of Education recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. As the educational institution of the community, the school will provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students in all grade levels.

The Board of Education prohibits the unlawful possession, concealment, use, or distribution of illicit drugs and alcohol by students on district property or at any district-related event. Any student violating this standard of conduct will receive disciplinary action as spelled out in the student handbook. Such discipline may include expulsion, and/or referral for prosecution, and completion of an appropriate rehabilitation program.

All students/parents will be given a copy of the drug prevention standards of conduct and possible disciplinary actions through the distribution of the student handbook each year. It is expected that all students will comply with the standards of conduct.

Each year the administration will review and evaluate the policy to ensure its effectiveness and that all disciplinary actions are consistently enforced.

Any Flushing student, or parent of Flushing student, needing information about local counseling programs related to drugs and/or alcohol abuse may contact their building principal or the Assistant Superintendent of Curriculum and Instruction located at 522 N. McKinley Road. Phone number is 591-1183.

FLUSHING COMMUNITY SCHOOLS PERFORMANCE-ENHANCING SUBSTANCES POLICY

Pursuant to state law, the illegal use of a performance-enhancing substance² by a student who seeks to, and/or actively does participate in interscholastic athletics will result in the loss of eligibility for any participation in interscholastic athletics as determined by the local Board of Education. Rules and regulations that describe the length of time for a loss of eligibility for a first, second and third offense will be consistent with consequences for violation of training rules as outlined in the Flushing Community Schools Student Athlete Handbook. The appeal process for any decision that imposes a loss of eligibility pursuant to this policy will be consistent with the appeal process outlined in the Flushing Community Schools Student Athlete Handbook. The decision of the administration shall be final and there shall be no appeal to the Board.

Student-athletes who are under a physician's care and who have been directed by a physician to use anabolic steroids due to a medical condition requiring such treatment must present proof of the physician's orders to their coach prior to participating in any practice or contest. The physician need only state that anabolic steroids have been prescribed, and should not indicate the specific medical reason for the prescription.

Any loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline that may be appropriate to the situation pursuant to the Flushing Community Schools Code of Conduct.

This policy shall be published in the Flushing Community Schools Student Athlete Handbook and distributed to all who seek to, or who actively do, participate in interscholastic athletics each year.

²The Department of Community Health, pursuant to law, will publish a list of performance-enhancing substances that is based upon the list developed by the National Collegiate Athlete Association.

Adopted by Board 6/19/07

PUBLIC ACT 30 CONTROLLED SUBSTANCES; ANDROGENIC ANABOLIC STEROIDS

House Bill 4081 - Effective March 28, 1991

PA 30 amends the Public Health Code to prohibit the use, possession, or distribution of androgenic anabolic steroids and counterfeit androgenic anabolic steroids. The law also places anabolic steroids under the triplicate prescription law and provides for the forfeiture of property used in conjunction with steroid trafficking.

Under Section 177766a, a person who knowingly uses an androgenic anabolic steroid illegally is guilty of a misdemeanor, punishable by a fine of up to \$100 or imprisonment for up to 90 days, or both. Illegal possession of an androgenic anabolic steroid is punishable in the same manner, except that second offenses are treated as felonies, punishable by a fine of up to \$1,000 and imprisonment for up to four years. Illegal delivery of androgenic anabolic steroids is a felony, punishable by a fine of up to \$5,000 or imprisonment for not more than seven years, or both.

PUBLIC ACT 31 SECONDARY SCHOOLS; WARNING ABOUT STEROIDS

Senate Bill 350 - Effective March 28, 1991

PA 31 is a new act and requires athletic service providers, which includes the operators of educational athletic facilities such as public or private secondary schools, to post notices warning against the use, possession, or delivery of androgenic anabolic steroids. The form and content of the notice are prescribed by PA 31. The notice must be placed in each locker room in the educational athletic facility. Penalties are prescribed for failure to meet the posting requirements.

TRANSPORTATION RULES AND PROCEDURES

The personal conduct of students riding school buses is a very important aspect of safe and efficient operation of buses, second only to the skill and performance of the bus driver. Acceptable behavior of students on buses is as important as acceptable behavior in classrooms, if not more important, since improper behavior can lead to putting all students on the bus in an unsafe situation.

The bus driver, who must transport everyone safely, cannot be expected to be responsible for correcting all misbehavior of students. Parents need to assume the responsibility of expecting appropriate behavior from their children while riding the bus. A Bus Rider Contract will be distributed yearly which all students and their parent/guardian must sign, date, and return to school in a timely manner. (Middle School Only: Signature of parent that student has read and agrees to follow rules located on the back of Emergency Card.)

1. Only students eligible for transportation will be permitted to ride the bus.
2. Riding the bus is a privilege. Students riding the bus must obey all rules and regulations.
3. The driver is the adult supervisor and in charge of the bus. Students shall render him/her the respect and courtesy given all adults.
4. **While waiting for the bus at the bus stop:**
 - Arrive at the bus stop no more than/but no less than five (5) minutes before the bus arrives.
 - Stay back from the edge of the road.
 - Stand quietly-respect other people's property.
 - Do not push or play at the stop.
 - Those arriving to the stop late or are "stragglers" will be warned once, and then will be left behind as the driver has a schedule to maintain.
 - Wait until the bus comes to a complete stop before attempting to get on the bus.
5. **When boarding or leaving the bus:**
 - Step on and off quickly and quietly.
 - No pushing or shoving.
 - Watch your step.
 - Sit in the seat assigned by the bus driver.
 - Cross properly: exit the bus, move to the front of the bus ten (10) feet and watch the driver. The driver will have his/her palm in a stop position. When it is clear the driver will change the signal to two (2) fingers pointing to the left. The student then may cross.
6. **While on the bus:**
 - Remain seated until the bus stops.
 - Keep hands, feet and articles out of the aisles.
 - Never throw items in or out of the bus.
 - Keep head and arms inside the bus.
 - Talk quietly and do not play actively on the bus.
 - Help keep the bus clean.
 - Be quiet when crossing railroad tracks and for any emergency vehicles.
 - Do not shout, whistle or gesture to strangers/friends from the bus windows.
 - No eating or drinking on the bus.
 - Students who deface the bus in any way will pay costs regarding the damage and may lose their privilege to ride the bus.
 - Students must sit in their assigned seats and may be required to sit three (3) students to a seat. Move over; keep all objects on your lap to make room for others.
 - Keep your hands and feet to yourself.
 - No animals, glass objects, or objects bigger than what will fit on a student's lap will be permitted on the bus.
7. **In case of Emergency:**
 - Remain calm.
 - Listen to the driver's instructions.
 - Exit promptly if need be.
 - The emergency door must never be opened by students except in case of an emergency.
8. **Permission slip:**
 - Students who are going to ride another bus other than their own or get off at another bus stop must have a permission slip/note from their parents and must be signed by the building principal.

Students failing to follow the above rules and regulations will have a Bus Conduct Report sent to their principal. Continued disregard for the rules and regulations will result in losing the privilege of riding the bus.

OUTLINE OF DISCIPLINE PROCEDURE

Students receiving a written Bus Conduct Report:

- Verbal discussion of violation.
- One (1) day removal from the bus.
- Three (3) day removal from the bus.
- Five (5) day removal from the bus with a meeting with parents and building principal.
- Removal from the bus for either fifteen (15) days or the rest of the semester/school year.
- At the end of each semester the student will begin with a new discipline record.

The only exceptions are:

- Fighting: Automatic removal from the bus for both students for 3 days.
- Weapons: Automatic removal from the bus as per school law/district policy.

All bus suspensions are effective the following day. The student will ride the bus home and the suspension will start the following morning. The parent is responsible to provide transportation to and from school for the student suspended from the bus. The bus conduct report will indicate the date by which the student may resume riding the bus.

SECTION 504 PROGRAMS FOR STUDENTS WITH DISABILITIES

NOTICE

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who:

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The school has the responsibility to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities.

The Flushing Community Schools acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

NON DISCRIMINATION POLICY

It is the policy of the Flushing Community Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. The grievance procedure is as outlined in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and/or Section 504 of the Rehabilitation Act of 1973.

Any questions concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973 should be directed to:

Matthew Shanafelt, Deputy Superintendent, Flushing Community Schools, 522 N. McKinley Road., Flushing, MI, 48433, (810) 591-1184 or Lisa Pyne, Director of Special Needs, Flushing Community Schools, 409 Chamberlain St., Flushing, MI 48433, (810) 591-2320.

GRIEVANCE PROCEDURES

for

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Section 504 of the Rehabilitation Act of 1973

Section I

If any person believes that the Flushing Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Michele Blair, Associate Superintendent, Flushing Community Schools, 522 North McKinley Road, Flushing, Michigan 48433, (810) 591-1184.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1

The written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Right Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20201. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Dept. of Education, Washington, DC 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

HARASSMENT POLICY

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- 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.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Matt Shanafelt

(Name)

Deputy Superintendent

(School District Title)

810-591-1184

(Telephone Number)

Lisa Pyne

(Name)

Director of Special Needs

(School District Title)

810-591-2321

(Telephone Number)

522 N. McKinley Road

409 Chamberlain

Flushing, MI 48433

Flushing, MI 48433

(Office Address)

(Office Address)

matt.shanafelt@flushingschools.org

lisa.pyne@flushingschools.org

(E-mail Address)

(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18) within two (2) school days, to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days

of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#).)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

Revised 5/27/14
T.C. 2/9/18

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SAFE SCHOOLS POLICY

Flushing Community Schools have a comprehensive "School Safety Plan" in compliance with Public Act 102. Included in each building's plans are the "Reportable Incidents" and "Responses Protocol" procedures to follow.

Safe Schools Policies were approved by the Flushing Board of Education on December 21, 1999.

SEXUALITY EDUCATION

Instruction on HIV/AIDS Education shall be taught at each building in accordance with Michigan Compiled Law 380.1169. Each building will provide instruction on dangerous communicable diseases, including but not limited to HIV/AIDS. Instruction will be age appropriate and medical information accurate. Instruction will include the following:

- Stress that abstinence from sex is a responsible and effective method of preventing sexually transmitted diseases and is a positive lifestyle for unmarried young people.
- Abstinence is the only protection that is 100% effective against sexually transmitted diseases, including HIV/AIDS.
- Principle modes by which dangerous communicable diseases, including, but not limited to HIV/AIDS are spread and the best methods for the restriction and prevention of these diseases.

All instructional materials and methods of instruction will be reviewed by the sex education advisory board and recommendations made to the Flushing Board of Education for implementation. All instruction will be given by persons trained and qualified to teach health education. Students shall not be enrolled in a class in which HIV/AIDS education is taught unless the student's parent or legal guardian is notified in advance of the content of the instruction and their right to review the materials in advance, to observe instruction, and notified of their right to excuse their child without penalty.