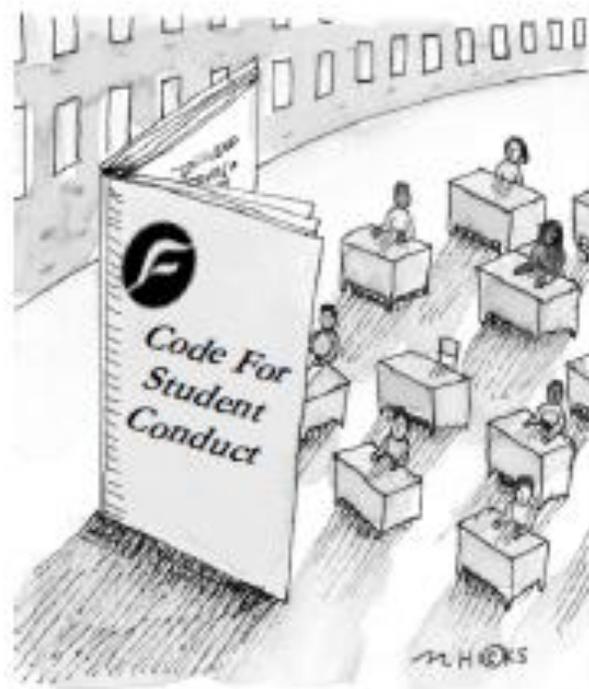




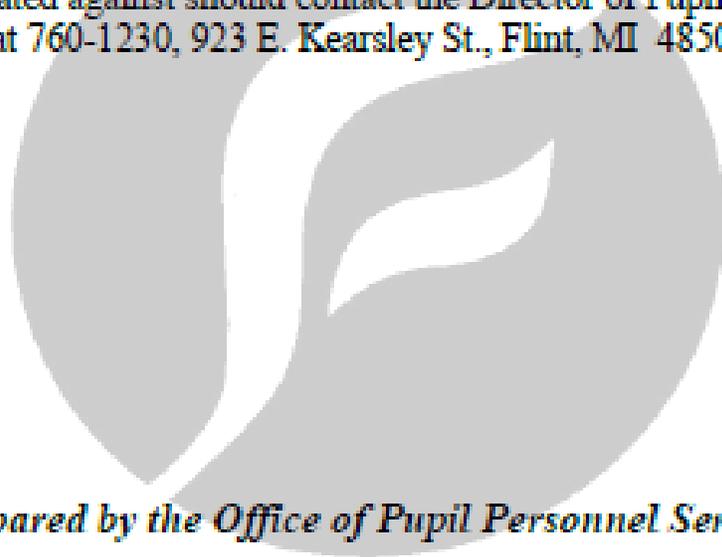
Flint Community Schools



Flint Community Schools
Code for Student Conduct
2011-2012

Flint Community Schools supports and adheres to the principles, rules, and regulations of Title IX of the Education Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Michigan Civil Rights Laws. The school district hereby notifies all employees, residents, and students that it does not discriminate on the basis of sex, race, color, national origin, creed, political affiliation or belief, age, height, weight, marital status, against qualified handicapped individuals, or any other condition covered by law with respect to the school district's educational program, activities, and employment practices.

The school district has established a grievance procedure to provide for the prompt and equitable resolution of complaints or discrimination. Any employee or member of the community or the school district, who believes he or she has been discriminated against should contact the Executive Director of Human Resources/Legal Affairs at 760-1124, who coordinates the processing of discriminatory complaints, including Title IX compliance. Any student in the school district who believes he/she has been discriminated against should contact the Director of Pupil Personnel Services at 760-1230, 923 E. Kearsley St., Flint, MI 48503.



Prepared by the Office of Pupil Personnel Services

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DIRECTORY

ATTENDANCE POLICY ISSUES

Pupil Personnel Services

Larry Watkins, Director _____ 760-1230

Ernest Steward, Acting Director _____ 760-1230

Keiona Murphy, Staff Assistant _____ 760-1232

DRIVER EDUCATION CERTIFICATES

Pupil Personnel Services _____ 760-1230

HEALTH SERVICES

Eileen Tomasi, Staff Assistant Health Services _____ 424-4087

Pupil Personnel Services _____ 760-1230

LEARNING SUPPORT SERVICES (SPECIAL EDUCATION DEPARTMENT)

Pat Gilcrest- Frazier, Director _____ 760-1022

Learning Support Services _____ 760-1022

SCHOOL SAFETY OFFICE _____ 760-5478

Henry Younger, Coordinator School Safety _____ 760-5478

STUDENT DISCIPLINE—APPEAL OF SUSPENSION, STUDENT RECORDS,

TRANSFERS (change of building)

Ernest Steward, Acting Director _____ 760-1230

Child Accounting (Transcripts, Diplomas are at the High Schools) _____ 760-1026

STUDENT GRIEVANCE—DISCRIMINATION

Pupil Personnel Services

Larry Watkins, Director _____ 760-1230

Ernest Steward, Acting Director _____ 760-1230

TRANSPORTATION

Robert Herron _____ 760-1317

WORK PERMITS (CHECK AT LOCAL HIGH SCHOOL)

Pupil Personnel Services

Larry Watkins, Director _____ 760-1230

Ernest Steward, Acting Director _____ 760-1230

Greetings:

Our district continues on the path to increased student achievement, accountability for student outcomes, and establishing a culture and climate conducive for learning. It is crucial that the Flint Community Schools (FCS) establish strong learning communities at all grade levels. Research informs us that effective schools improve the learning process based on what children are expected to know and demonstrate, beginning in pre-kindergarten and extending through grade 12.

Research also informs us that the pre-kindergarten through grade three are the most crucial years for building a strong academic and social foundation for students; and grades four through eight are the most significant years for ensuring a student's academic and social success for life.

The most appropriate plan that will turn all FCS into learning communities that are highly effective must be based on the latest scientifically-based educational research and built from the collection of achievement data expected of all students attending a public school in the state of Michigan.

We pledge to continue to develop a school district that is student centered, supportive of our staff and inviting to our community. We are addressing our issues with safety through programs for students, training for staff, and the use of technology.

As we confront and resolve each challenge that we face, we are one step closer to a school district of excellence where all students graduate and are prepared to be successful. This is our ultimate goal and purpose.

Sincerely,

Linda Thompson
Superintendent

“An investment in knowledge pays the best interest.”

~ Benjamin Franklin

“If we are together nothing is impossible. If we are divided all will fail.”

~ Winston

INTRODUCTION

This handbook has been prepared as a service to students in Pre-Kindergarten through the 12th grade, parents, and faculty of the Flint Community Schools. The Flint Board of Education has authorized the policies and procedures to provide for the welfare of all students in the Flint Community Schools. All policies, regulations, definitions, and procedures have been prepared to comply with the laws of the State of Michigan and of the United States. All parents, students, and faculty are expected to become familiar with the contents of this handbook.

WHEN AND WHERE THE CODE FOR STUDENT CONDUCT APPLIES

The Code for Student Conduct applies before school, during school hours, after school, and during school sponsored events.

- When a student is at school (“at school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, off campus event, or at a school-sponsored activity or event whether or not it is held on school premises).
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

GRIEVANCE PROCEDURE

The grievance procedures listed in this section pertain to student and/or parent grievances concerning all issues, with the exception of student discipline. Appeals and reviews of student discipline are covered in the section entitled "Suspension" (see pg 9).

STEP I

It is the responsibility of the student or parent to request an informal meeting to discuss, and try to resolve their complaints with the staff or building principal before filing a grievance. Should the student or parent not resolve the issue at this level the student or parent can proceed to Step II.

STEP II

- A. A parent or student may request a grievance form from the school office. It must be filled out and returned to the school office within 5 days after an incident occurs.
- B. The building principal or his/her designee will conduct a hearing within five school days from the receipt of the grievance form.
- C. A decision, in writing, will be mailed to the student's home within five school days after the hearing. The principal will additionally attempt to contact the parties by telephone.

STEP III

- A. Should the student or his/her parent wish to appeal the decision, a contact in writing should be made to the Director of Pupil Personnel Services, 923 E. Kearsley Street, Flint, Michigan 48503-1974, within 10 school days after receiving the principal's decision.
- B. A hearing will be arranged as soon as possible before the Director of Pupil Personnel Services and/or the appropriate Executive Director.
- C. The Director of Pupil Personnel Services and/or the appropriate Executive Director will adjust, revoke, or sustain the original decision within 30 days of the request for a Step III hearing.
- D. The Director of Pupil Personnel Services and/or the appropriate Executive Director's decision is final.

Representation at all levels of appeals shall be at the discretion of the parent or the student who has reached the age of majority. The grievant(s) shall be notified that a spokesperson may represent him/her, providing that the spokesperson for a minor student shall be approved by the parent/guardian.

Copies of this procedure will be distributed to each student and his/her parents through the Code for Student Conduct. Other copies of the procedure may be obtained from the Office of Pupil Personnel Services, 923 E. Kearsley Street, Flint, Michigan 48503-1974, or by calling 760-1230.

ENFORCEMENT OF RIGHTS, RESPONSIBILITIES, AND RULES

DISCIPLINE

A student entering the Flint Community Schools becomes a member of a group. For that group to function effectively, each member needs to think not only about himself/herself, but about the other members of the group as well. Discipline, fairly investigated and administered, helps maintain the balance between the rights of the individual and the rights of the group. Good discipline controls the behavior of individuals and of groups so that the rights of all students are protected. It ensures justice and equality and recognizes the dignity and worth of each individual. The goal of disciplinary action in the schools is to assist the student in learning self-discipline or control of his/her own behavior, so that the student's actions are acceptable within the group, contributing to a safe, friendly, and business-like atmosphere where effective learning can take place.

Attainment of the goal of self-discipline depends on the good judgment and compassion of teachers, support staff understanding and leadership by administrators and the Board of Education, and the support of all parents within the community.

A student who is not in class has less opportunity to learn. Disciplinary action, where possible, should keep the student in the school setting engaged in learning activities. However, in order to maintain effective learning conditions, it may be necessary to deny certain students educational participation. Denial of participation may be made, with the limitations of the Michigan General School Laws, for reasons of persistent disobedience or gross misdemeanor. "Gross misdemeanor" means a willful or malicious act of detriment to the school. The misconduct must be more than a petty or trivial offense against school rules. "Persistent disobedience" means recurring cases or instances of refusal to obey school officials and to comply with school rules and regulations.

PHYSICAL FORCE

Any teacher, administrator, or designee may use reasonable physical force when it becomes necessary to maintain the balance essential for effective learning to take place. All school employees may use reasonable physical force upon a student as necessary for the purpose of providing an environment conducive to safety and learning. The employee may use reasonable physical force as follows:

- To maintain order and control in a school or school-related setting
- For self-defense
- To prevent injury to all persons including students and staff
- To prevent damage to school property

The building principal or their designee shall notify the student's parents or legal guardian when physical force has been used upon a student. A complete written description of the incident and why such action was necessary will be immediately filed with/or by the building principal.

ELECTRONIC DEVICES

No student shall use, display (seen or heard), or distribute inappropriate information or images on cellular phones, laptops, Play Station Portable (PSP), Nintendo Dual Screen Improved (DSI), I-Pod and Music Player (MP3) and/or any other electronic device. The items will be confiscated and released at administrative discretion to the parent/guardian. The district is not responsible for lost, stolen, damage, or confiscated items. (Reference District's Policy 8305)

DENIAL OF EDUCATIONAL PARTICIPATION

DISCIPLINARY MEASURES

1. ADMINISTRATIVE INTERVENTION

Examples of disciplinary action, which does not result in a student being suspended from school, are as follows: removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom school functions, activities, events, etc.

2. DETENTION

As an alternative disciplinary method, the principal may establish a detention hall. Such a detention hall shall meet daily, after regular school hours, with each session equal in time to a normal class hour, and shall serve as an alternative to a suspension for students involved in minor disciplinary infractions. The detention hall may be organized in such a fashion as to serve the needs of each individual school, but shall be obligated to follow these basic guidelines:

1. Schools offering the detention hall shall itemize those violations of the Code for Student Conduct which may be punishable by the student's optional use of the detention hall and shall make this information known to the student population.
2. The school shall plainly show the student to be in violation of the Code for Student Conduct following an investigation.

3. The school shall afford adequate staff supervision to ensure a serious academic atmosphere in the detention hall.
4. The student and his/her parent shall be given the option of selecting either the suspension usually levied for a certain offense or attending the detention hall for a period of time stipulated by the principal or his/her duly authorized agent.
5. The student shall be obligated to abide by his/her decision in this matter. Should he/she select the detention hall and fail on any occasion to meet that obligation, he/she shall serve the suspension originally designated for the offense in question. Similarly, should the student select suspension, he/she shall serve his/her penalty in that fashion.
6. In all cases, the parent or guardian, or other adult designated with authority over the student, shall be fully informed either verbally or in writing by the school as to the student's offense, the options given, and the final option selected by the student. Transportation to and/or from any detention hall shall be the responsibility of the parent or guardian.

3. SUSPENSION PENDING PARENT CONFERENCE

The conference, with the parent, student, teacher, and an administrator present, should be held as soon as can be mutually arranged.

Upon completion of the conference, the student will be reinstated to the class or classes from which the student had been suspended. Should the parent, legal guardian, or other adult designated with authority over the student fail to appear for a conference within three school days, the student shall be returned to class. In every case, the parent shall be notified.

4. BEHAVIORAL PROBATION

Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the Office of Pupil Personnel Services, the school principal or his/her duly authorized agent in addition to, or in lieu of, other disciplinary action. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed and the student may regain all privileges.

If the student is further involved in an infraction of school rules during the probationary period, he/she shall be suspended or denied certain extracurricular privileges under the stipulations set forth in the probationary agreement.

The parent will be notified by the principal or his/her duly authorized agent that the student is being placed on behavioral probation, including the length of the period, the terms of the probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

The student may be placed on probation to an administrator, teacher, or counselor, with the selection of administrator, teacher, or counselor to be mutual consent of the student and the staff member involved. If consent cannot be reached, the student shall be placed on probation to a school administrator appointed by the principal.

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff.

5. SUSPENSION

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section MCL 380.11a; MSA 15.401a of the Revised School

Code. A student may be suspended from school for a definite period of time by the principal or his/her duly authorized agent for persistent disobedience or gross misdemeanor. In cases of suspension of three days or less, the suspending administrator's decision will be final.

A. P.A. 103 "Snap" Suspensions

A teacher may suspend a student from his/her class, subject, or activity for up to one full school day, at the elementary level and one class hour at the secondary level if the teacher has good reason to believe that the student engaged in any of the following types of conduct in class:

1. Throwing objects that can cause bodily injury or property damage
2. Fighting
3. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students
4. Violating safety rules as outlined in the Code of Student Conduct or classroom rules
5. Willfully failing to respond or carry out a reasonable directive given by the teacher
6. Expressing racial or ethnic slurs toward the teacher or another student
7. Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence
8. Harassing, threatening, or intimidating acts
9. Repeated violations of classroom rules and/or Code violations
10. Destroying/defacing school property

B. In-School Suspension

Where resources are available, a student may be required to complete his/her regular class assignment in a specially supervised room for a prescribed period of time or until he/she is able to resume regular classroom instruction. This in-school suspension is for single-hour classes only.

C. Out-of-School Suspension

An out-of-school suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time from one day up to the balance of the school year or expulsion.

6. DISCIPLINE FOR STUDENTS WITH DISABILITIES (REFERENCE TO APPENDIX A)

Students who are receiving special education services are expected to follow the district's rules the same as is expected of any student. Being a special education student does not prevent the student from being suspended. All due process rights will be followed. Special education students who are recommended for suspension for more than ten school days or cumulative suspension days greater than ten school days within a calendar year must have an Individualized Education Plan Team meeting before the suspension is levied.

7. SHORT-TERM SUSPENSIONS

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period time up to and including ten school days. The principal or his/her duly authorized agent may invoke a short-term suspension only after investigating the misconduct following these procedures:

- a. The student and the parents or legal guardian will be notified of the charges.
- b. Information from persons having knowledge of the incident will be accepted. The student involved shall have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.
- c. The student subject to disciplinary action shall be given the opportunity upon his/her request or that of the parent(s) to face his/her accuser.

- d. A short-term suspension shall be levied solely at the discretion of the building principal based on the findings of the investigation. Once a principal or his/her duly authorized agent has determined that a short-term suspension is in order, he/she shall follow the procedures for implementing a short-term suspension from school.

8. IMPLEMENTING A SHORT-TERM SUSPENSION FROM SCHOOL

When a student is suspended for ten days or less, the principal or his/her duly authorized agent shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action.

The principal or his/her duly authorized agent may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

- b. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Office of Pupil Personnel Services, and Executive Director, stating the rule violated, the student's misconduct, the length of the suspension, and the principal's or his/her authorized agent's reason for action.
- c. Every effort will be made to hold a conference with the student's parents or legal guardian before or at the time the student returns to school. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
- d. All documentation concerning the misconduct will be kept on file.

9. LONG-TERM SUSPENSION

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of ten school days, and not to exceed the balance of the school year. The principal or his/her duly authorized agent may invoke a long-term suspension only after following these procedures:

- a. Notify the student and the parent(s) or legal guardian of the charges
- b. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.
- c. The student subject to disciplinary action shall be given the opportunity upon his/her request or that of the parent(s) to face his/her accuser.
- d. Should the review by the Office of Pupil Personnel Services take longer than ten days, the student should be allowed to attend classes from the conclusion of the tenth day until the review is completed.
- e. If, after the review, the Office of Pupil Personnel Services concurs with the decision of the principal or his/her duly authorized agent, the principal or his/her duly authorized agent shall follow the procedures for implementing a long-term suspension from school.

10. IMPLEMENTING A LONG-TERM SUSPENSION FROM SCHOOL

When a student is suspended for more than ten days, the principal or his/her duly authorized agent shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent or legal guardian or other adult designated with authority over the student, the student must remain on school property for the

remainder of the school day. Should the school fail to make personal contact with the family within 24 hours, a registered letter must be sent informing them of the school's action. The principal or his/her duly authorized agent may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

- b. A conference with the student and his/her parents or legal guardian, or other adult designated with authority over the student, will be scheduled to review the reasons for the suspension and any make-up work. The student and/or parent may have legal counsel, an advocate, or other representatives (limited to two persons) at this meeting. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
- c. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, and the Office of Pupil Personnel Services, giving the following details:
 - 1) The student's misconduct
 - 2) The rule violated
 - 3) The length of the suspension
 - 4) The right to appeal, to whom the appeal must be directed (see appeals process), and the fact that the appeal must be registered within five school days of the receipt of the statement by mail.

11. COUNTING SUSPENSION DAYS

Suspension days shall be counted as follows:

- a. The day the student left school will be counted as a part of the suspension providing he/she was denied class participation before 12 noon of that day.
- b. The suspension shall terminate at 12 midnight on the day listed as the last day of the suspension.
- c. Times when school is not officially scheduled are not counted as part of the suspension time.

12. MAKE-UP WORK FOR SUSPENSIONS

Short-Term Suspensions:

The school **MUST** encourage the student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within five school days from the date of returning to classes, unless otherwise mutually agreed upon by the building principal, the student, and the teacher involved.

Long-Term Suspensions (More than ten days):

The school **MUST** encourage the student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within five school days from the date of returning to classes, unless otherwise mutually agreed upon by the building principal, the student, and the teacher involved.

13. APPEALS AND REVIEWS OF SUSPENSIONS

Appeals of suspensions are available to the student and the parents of the involved student. Such appeals must, however, follow these steps listed below. Appeals must be registered within five school days of the receipt of the letter/notice of suspension and must be directed to the appropriate administrator superior to the person levying the suspension. The pattern is as follows:

- a. An appeal for a short-term suspension of ten days or less shall constitute two levels. They are as follows:

LEVEL 1

An appeal for a suspension of ten days or less may be made to the building principal either by phone or personal conference within five days.

LEVEL 2

Further appeal may be made either by phone or personal conference to the Office of Pupil Personnel Services, which will review the case with the building principal. Based upon this review, the Office of Pupil Personnel Services will adjust, revoke, or sustain the suspension.

- b.** An appeal for a long-term suspension of more than ten days and not exceeding the balance of the current school year shall constitute four levels. They are as follows:

LEVEL 1

Appeals for suspensions of more than ten days and not exceeding the balance of the current school year may be initiated with the building principal either by phone or personal conference, as the appellant may prefer within five days.

LEVEL 2

Additional appeal may be made to the Office of Pupil Personnel Services either by phone or personal conference. Following review, the Office of Pupil Personnel Services will adjust, revoke, or sustain the suspension.

LEVEL 3

Further appeal may be made to the Superintendent of Schools or his/ her designee by personal conference. Based upon the review, the Superintendent of Schools or his/her designee will adjust, revoke, or sustain the suspension.

LEVEL 4+

Final appeal may be made to the Board of Education or a committee of Board members designated for this purpose.

- c.** At all levels of appeal, the student and his/her parents have the right to be represented by a spokesperson of their own choosing, providing the following stipulations are met:
 - 1) The parent must be present and give his/her verbal consent for such representation. If not present, the parent must give written consent for such representation. Students having reached the age of majority may waive the requirements.
 - 2) In addition to the parents, legal guardian, or other adult designated with authority over the student, no more than two such persons may represent a student in any given conference.
- d.** At appeal levels 2, 3, and 4, the person or persons hearing the appeal shall notify the parents of their decision concerning the appeal within three school days from the date of the hearing. The person representing the next level of appeals, as well as those persons having heard the appeal previously, should also be notified.

14. EXPULSIONS

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function. Following expulsion, the student will not be readmitted to any unit of the Flint Community Schools so long as the order of expulsion remains in effect.

The Board of Education may expel a student upon the recommendation of the Superintendent of Schools or his/her designee and the principal of the school attended by the student after notice to the student and his/her parents of the charges against the student and a hearing thereon as required by law.

The principal may immediately remove the student from school if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

The principal shall immediately notify the Director of Pupil Personnel Services of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation within five days of the incident.

The Director of Pupil Personnel Services shall immediately notify the Superintendent of Schools or his/her designee of the recommendation of the principal and the alleged offense. If the Superintendent of Schools or his/her designee concurs with the recommendation of the principal, the Superintendent of Schools shall notify the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by the date, time, and place of the hearing on the charges.

A Board of Education Hearing Panel shall convene at the date, time, and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents, and the Board of Education. The hearing panel shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the hearing panel shall advise the Board of Education of its recommendation. At the next regular Board of Education meeting the recommendation shall be acted upon. The decision will be issued in writing. The Superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents.

All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or be sent by registered mail, return receipt requested. Subsequent to the expulsion, a complaint shall be filed, as required by law, with the Michigan Department of Human Services. (Reference District's Policy 8350)

15. READMISSION OF AN EXPELLED STUDENT

An expelled student and/or parent may petition for his/her readmission to the Superintendent of Schools. The request must be made in writing and will be acted upon by the Superintendent of Schools. Students, who are enrolled in grades five or below at the time of expulsion will be expelled for a maximum of 90 school days. Students, who are in grades six or above at the time of the expulsion, will be expelled for a maximum of 180 school days.

If the anniversary date of the act which led to the expulsion occurs beyond ten weeks of the start of a new semester, and if the Superintendent of Schools approves the student's petition for readmission, placement may take place at the beginning of the semester following the anniversary date of that act which led to expulsion.

An expulsion reinstatement committee appointed by the Board of Education, shall make a recommendation to the Superintendent based upon a thorough review of the case and an assessment of the student's compliance with the conditions stipulated for his/her readmission presented to him/her shortly after the expulsion. This recommendation will be reviewed by the superintendent for approval or modification and submitted to the Board of Education for informational purposes. (Reference District's Policy 8080)

16. ATTENDANCE PROCEDURES

It is the policy of the School District of the City of Flint to expect and encourage all students to attend school every day. Students who repeatedly miss school cannot earn credit toward promotion and/or graduation. Standards for each of the elementary and secondary school levels are contained in the district's attendance procedure.

If students are unable to attend school for any part of the school day, it is the responsibility of the parent to notify the school of this absence. Parents or legal guardians are ultimately responsible for their children attending school on a regular basis. Every effort should be made to limit absenteeism and to discourage truancy. Where appropriate, the district will proceed with community and/or court intervention when there is a flagrant disregard for the district's attendance policy and procedures.

It is essential that the school district provide a safe and orderly environment, as well as a school climate that is nurturing and caring for all students. School personnel recognize that these qualities are essential to providing the educational experience that is so important to prepare students for the future.

COMPULSORY EDUCATION UNDER MICHIGAN STATE LAW

MCL 380.1561(1) The Michigan compulsory attendance law requires every parent, guardian, or other person who has charge of a child from the ages of 6 to 16, to send the child to a public or a state approved non-public school. A child who turns six years old before December 1st of that year must be enrolled in school.

The compulsory attendance law is designed to require school attendance and to ensure that no child is denied the opportunity to receive an education.

The responsibility for good attendance is a collaborative effort. Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and all staff members.

PARENT/GUARDIAN ATTENDANCE RESPONSIBILITIES

Make daily school attendance a priority in the home.

It is the responsibility of parents/guardians to ensure that their children attend school regularly and arrive on time.

Parents are required to provide their current home address, telephone number, emergency number(s), and a list of adults to contact in the event of an emergency.

Parents are to notify the school immediately when a change occurs in address, telephone number, emergency numbers, and emergency contact information. Student's contact information needs to be current in order for schools to deal with any emergency that may arise.

When a student is absent from school, parents/guardians must contact the school to report the absence.

Be aware of the attendance/tardy policy and procedures as listed in the Code for Student Conduct.

Parents are expected to make immediate contact with teachers for make-up assignments and class work that their children have missed during their absence.

A doctor's verification is required in order for an absence to be excused.

STUDENT ATTENDANCE RESPONSIBILITIES

Students must attend school daily and be on time.

Students must attend all classes and participate fully.

Students must be aware and follow the attendance/tardy policy and procedures as listed in the Code for Student Conduct.

Students are expected to make immediate contact upon return with their teachers to make up assignments and class work they have missed during their absence whether excused or unexcused. Upon returning to class, the student has five days from the date of the absence to make-up work. Any deviations from this policy are at the principal's discretion.

ADMINISTRATOR ATTENDANCE RESPONSIBILITIES

Principal or designee is responsible for implementing the attendance/tardy policies of the Flint Community School.

Principal or designee is responsible for the school's attendance services, assuring that school staff follows attendance/tardy procedures and protocol.

Principal or designee will review attendance of students' daily and run weekly attendance reports to ensure that attendance is accurate and being taken on a daily basis.

Principal or designee must ensure follow-through as needed, including phone and written communication to parents regarding attendance issues.

Principal or designee is responsible for identifying students who require attendance services for absences or

tardiness.

TEACHER ATTENDANCE RESPONSIBILITY

Follow the district's attendance/tardy policy procedures and protocol including contacting parents as defined in the district's attendance policy.

Enter hourly attendance into computer attendance system on a daily basis to ensure accurate attendance and tardy records.

Notify designated school personnel of student absences and instances of truancy on a daily basis for investigation and follow-up.

Teacher and school personnel will continually stress to students the importance of promptness and regular attendance in educational and business matters and set a positive example through their own contact with classes.

ELEMENTARY SCHOOL ATTENDANCE POLICY (K- 6th GRADE)

We realize that students occasionally will have a reason to be absent from school. However, these occurrences should be the exception rather than the rule. The following procedures will be used when dealing with absences:

1. After four absences from school, the teacher will notify the parent by phone or mail of the absences.
2. At the sixth absence from school, the teacher will send a letter in U.S. mail informing the parent of absences and requesting a parent conference. Student will be referred to the student assistance team for possible intervention.
3. The teacher will notify the principal in writing when a student has eight absences. The principal will send a written notice of the attendance concerns to the parent and schedule a parent conference. A student intervention referral form will be done at this time and the student will be referred to the Student Facilitators, or Behavioral Specialists.
4. After 12 absences, the parents and the school personnel will have a conference concerning the student's attendance problems. The parent will be informed at that time of the possibility of an educational neglect petition being filed if the attendance problem is not corrected.
5. If a student reaches 15 absences, the parent's name may be submitted to the Genesee County Prosecutor's Office for possible prosecution with 2–90 days of jail time based upon the Michigan Compulsory Attendance Law or the school will initiate a truancy/educational neglect petition with the Genesee County Family Court.

TARDY POLICY FOR ELEMENTARY SCHOOLS

- Tardy: One hour after the morning instructional bell rings, the student will be considered tardy. Five tardies equals $\frac{1}{2}$ day absence.
- Absence: A student arriving one hour after the morning instructional bell rings, but before lunch will be marked absent for a $\frac{1}{2}$ day. A student arriving after the afternoon lunch bell will be marked absent a full day. A student who comes in the morning, but leaves any time before lunch break will be marked absent a full day. If the student leaves after lunch break, it will be considered a $\frac{1}{2}$ day absence.
- Any unauthorized removal of a student by a parent or legal guardian after the lunch bell, but before the dismissal bell will be considered an early removal. Five early removals will equal a $\frac{1}{2}$ day absence.
- A pattern of consistent tardiness and early removal should be dealt with by school staff intervention and the possibility of filing an educational neglect petition with the Genesee County Family Court for a referral to Attendance Court.

Each school will develop an incentive program to recognize and promote good attendance.

SECONDARY ATTENDANCE POLICY (7th-12th grade)

1. The importance of excellent attendance is recognized by the Flint Community Schools District and therefore, each school is charged with developing an attendance incentive program which will recognize and promote a standard of excellent student attendance. (A letter from the Superintendent could be a starting point of this program)
2. Absence: An absence is arrival to the class after the first 20 minutes of the class period or failure to remain in the class for at least 30 minutes unless a valid pass (principal, assistant principal, counselor, or teacher) is provided.
 - A. The parents/guardians are to be contacted on the fourth absence by the teacher. This contact will be made by telephone or U.S. mail by the teacher.
 - B. At the sixth absence, the principal or his/her designee will send a letter via U.S. mail further stressing the seriousness of the child's attendance problem. Student will be referred to the Student Assistant Team for possible intervention.
 - C. At the eighth absence a parent conference will be scheduled. The Office of Pupil Personnel Services will be contacted, and referrals will be completed at this time.
 - D. At the 12th non-excused absence, the parent/guardian will be notified by mail that the student is in jeopardy of his/her grade being lowered after three more absences.
 - E. Any student reaching 15 non-excused absences in any class will have his or her grade lowered one letter grade.
 - F. Students under the age of 16, who have exceeded the 15 absences and are not making any effort to improve his or her attendance, will be referred to the Staff Assistant for the Office of Pupil Personnel Services, to initiate a petition for truancy with the Genesee County Family Court.
 - G. The following are excused absences from class and do not count towards the total number of absences:
 1. School-related activities (e.g., field trips)
 2. Suspensions (both in-school and out-of-school)
 3. Administrative or counselor initiated meetings
 4. Documented court appointments
 5. Illnesses verified by a physician's note
 6. Death of an immediate family member (mother, father, brother, sister, grandparent) - a maximum of three days excused with an obituary to verify death.

Prolonged absences due to illness or other extenuating circumstances will be addressed on an individual basis. Any appeals concerning absences would be processed through the assistant principal.
 - H. Failure to attend school on a regular basis may be used as a criterion for the student being retained in his/her present grade.
3. The district realizes the seriousness of a student being late to class.

TARDY POLICY FOR SECONDARY SCHOOLS

Students must be in the classroom and in their seats when the tardy bell rings. A pass from a valid school staff member (principal, assistant principal, teacher, or counselor) is the only way tardiness can be excused. The teacher will handle the first two tardies per class per semester.

- 3rd Tardy = Referral to the counselor/assistant principal for parent notification.
- 4th Tardy = One absence parent conference with teacher.
- 5th –7th Tardy = Referral to the assistant principal for disciplinary action (detention).
- 8th Tardy = One absence parent conference with principal.

When a student is tardy four times, it will equal one absence. If the tardiness continues and the student is under the age of 16 years old, a truancy/educational neglect petition will be initiated with the Genesee County Family Court and be referred to Attendance Court.

This policy needs to be posted in the school office and each semester it will be reviewed by school administrators with all students.

Each building may establish an in-school suspension and/or detention program to accommodate students who have been suspended for truancy, tardiness, and/or skipping.

Every student who has had attendance-related problems in the previous semester will be required to participate in an orientation session with their parents.

Late students will not be permitted to enter the building after 3rd hour begins without producing a doctor's appointment slip or a parent/legal guardian, or court appearance document. The parent or legal guardian must sign the student into the building.

PROVISIONS FOR CODE FOR STUDENT CONDUCT REVIEW

The Flint Board of Education hereby encourages all schools and community councils within the district to review this Code for Student Conduct on a regular basis and submit their recommendations for changes to the Office of Pupil Personnel Services by February 1 of each year.

It is recommended that the review take the following form:

- A.** The Office of Pupil Personnel Services shall convene a committee to annually review the Code for Student Conduct. The committee shall consist of a diverse group of students, parents, teachers, administrators, law enforcement officials, community members, and others.
- B.** The Office of Pupil Personnel Services shall compile the recommendations for the revisions of the Code for Student Conduct and submit to the appropriate committee of the Flint Board of Education.
- C.** The appropriate committee of the Flint Board of Education shall consider the recommendations and report its revision, if any, to the Board of Education.

Student Disciplinary Penalties

The following guidelines will be used to determine the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. Any violation of state or local laws will be promptly reported to the appropriate law enforcement authorities.

Length of suspensions should be progressive unless otherwise warranted or required by law. The nature of the offense, the number of offenses, and the level of progressive discipline should be considered when determining the length of the suspension.

Suspension may be immediate and long term for such serious behaviors as physical attack, weapons, arson, and vandalism.

A) LEVEL 1 SUSPENSIONS (UP TO FIVE DAYS) FOR THE FOLLOWING OFFENSES:

- **CLOSED CAMPUS.**

Leaving the school premises without authorization during the student's scheduled class hours and/or the lunch hours. (Reference District's Policy 8090)

- **DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS**

The act of distributing unauthorized materials on school property.

FORGERY

The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

- **GAMBLING**

The act of gambling for money or valuables. This also includes the possession of paraphernalia for gambling (i.e., dice, cards etc).

- **INDECENCY IN BEHAVIOR**

The act of offending against commonly recognized standards of propriety, health, or safety. Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

- **INSUBORDINATION**

The willful failure to respond or carry out a reasonable request by authorized school personnel.

- **LITTERING**

The act of littering on school property or on private property passed when going to and from school.

- **LOITERING**

The act of being in or about any school building, or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel.

- **OBSCENITY**

The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

- **PERSONAL APPEARANCE**

Every student shall maintain a reasonable standard of dress that is appropriate to the role of the student, reflective of the age level and conducive to a wholesome climate for learning. (Reference District's Policy 8240)

- **SMOKING**

The act of using or possessing any tobacco product on school property. This includes cigarettes, lighters, matches, and all other smoking paraphernalia.

- **UNAUTHORIZED PETITIONS**

The act of presenting or distributing petitions which contain obscenities, libelous statements, and which are not within the bounds of reasonable conduct.

B) LEVEL 2 SUSPENSIONS (UP TO TEN DAYS) FOR THE FOLLOWING OFFENSES:

- **CONTINUED EDUCATIONAL DISRUPTION**

Repeatedly involved in behavior which disrupts the educational process of the other students in all educational settings.

- **DISRESPECT**

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.

- **DISRUPTION OF THE EDUCATION PROCESS**

Behavior which seriously disrupts any school activity or the orderly and safe operation of the school.

- **FIGHTING**

The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The issue of self-defense, if involved, must be proven by the student accused.

- **LOOK-A-LIKE WEAPONS/DRUGS**

The act of possessing, handling, or transferring any object or instrument that is a “look-a-like” weapon or drug, e.g., rubber knife, toy gun, powder sugar, soap detergent.

- **THREATENING OR INTIMIDATING ACTS**

The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school.

- **UNAUTHORIZED SALE OR DISTRIBUTION**

The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.

- **UNAUTHORIZED STUDENT PROTEST**

The act of protesting which results in the disruption of the normal educational process.

C) LEVEL 3 SUSPENSIONS (UP TO BALANCE OF SCHOOL YEAR OR EXPULSION):

- ****ARSON**

The willful and malicious burning of or attempt to burn any part of any building, or any property of the Flint Community Schools. This includes the starting, attempting, or assisting another to start a fire in a wastebasket or in any other area in a school building or bus.

- ***CHEMICAL SUBSTANCE**

The act of possessing, transferring, or using any chemical ejecting device capable of rendering a person unconscious temporarily or causing temporary or permanent injury.

- ****DANGEROUS WEAPON**

Means a firearm, BB gun, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

- ***EXTORTION, STRONG ARM, COERCION & ROBBERY**

The act of securing or attempting to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act.

- **FALSE ALARMS**

The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

- **FALSE REPORTS**

The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel which would affect the welfare of others.

- ***FIREWORKS OR EXPLOSIVES**

The act of possession, using, or threatening to use any lighter, fireworks, ammunition, explosive, or other such instruments capable of inflicting bodily injury.

- **INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE**

Encouraging by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school or at school related activities (i.e., gang gestures, verbalizing, affiliations, and displaying gang related symbols).

- ****PHYSICAL ASSAULT**

The act of physical assault intentionally causing or attempting to cause physical harm to another through force or violence. (Reference District's Policy 8315)

- **REPEATED VIOLATION OF THE CODE FOR STUDENT CONDUCT**

Student has shown a documented pattern of violations and has not altered the negative behavior, despite opportunities being given and continues to violate provisions of the Code for Student Conduct.

- ***SEXUAL ACT**

Any student involved in any type of sexual act in a school building, on school property, or during any school-sponsored event is subject to disciplinary action.

- ****SEXUAL ASSAULT**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, or any other school property, the Flint Board of Education or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]), also (Reference District's Policy 8315)

- ***SUBSTANCE ABUSE VIOLATION**

Possession, use, selling or transferring of drugs, medication (with/without a medical prescription), and/or alcohol will result in a minimum of a ten day suspension from school, police involvement, and/or infractions. A student may receive a long-term suspension or may be recommended for expulsion. Students found in violation will be referred for an evaluation and/or counseling.

The district will follow the same procedures on a first-time alcohol and/or other drug offense except that on a second or third offense, a long-term suspension will be invoked with a recommendation for assessment and/or follow-up treatment recommendations.

- ***THEFT**

The act of taking or acquiring the property of others without their consent.

- ***VANDALISM**

The act of willful destruction of property belonging to others. This shall also include tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property.

✚ The Board of Education shall seek to recover damages from parents and students who have willfully destroyed or damaged school property.

- **VERBAL ASSAULT**

The use of words or acts on any Flint Community Schools property/premises (not just in school buildings), which when viewed objectively under the circumstances, are intended to threaten the individual to whom the words are directed, and place him/her in reasonable fear of physical injury/harm. A verbal assault also includes written threats and bomb threats. A bomb threat is a statement by a person who directly or indirectly suggests that a device, somewhere on Flint Community Schools property/premises or at a school-related event, will cause physical harm and/or destruction to the property/premises or during the school-

related event.

- ***WEAPONS**

The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury. This includes a starter gun, paint-ball gun, mace, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device.

LEVEL 1, 2, 3 SUSPENSIONS *Exception (Depending upon the severity and/or investigation)

- **BULLYING, HARASSMENT, INTIMIDATION**

“Bullying, harassment, or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the district’s educational mission or the education of any student. Bullying, harassment, or intimidation includes, but is not limited to, such a gesture or written, verbal or physical act, that is reasonably received as being motivated by a student’s religion, race, color, national origin, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishable characteristic. Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while suspended or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

(Reference District’s Policy 8016)

- **CHEATING/ACADEMIC MISCONDUCT**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. (This includes the Internet, text, and other student work.) Discipline under this section may result in academic sanctions in addition to other discipline. Plagiarism is defined as any appropriation, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state, or district mandated test(s); cheating on proficiency test(s); unauthorized use of teacher’s manual, textbook edition, and other resource materials.

- **INTERNET USE**

Students who violate the Acceptable Use Policy agreement as adopted by the Flint Board of Education will be subjected to the disciplinary action as listed in the agreement. Students who violate this agreement in such a way as to violate the district’s Code for Student Conduct will also be subjected to disciplinary measures as prescribed within. The Flint Community Schools are not legally responsible for transmissions sent via Internet or sent otherwise electronically.

- **SEXUAL HARASSMENT**

The unwelcome actions (written, verbal, or physical) toward another person because of his or her gender or sexual orientation are not acceptable. Teasing, dirty jokes, touching, or unwarranted comments about another person are examples. (Reference District’s Policy 8015)

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Section 612(a)(1) of the Individuals with Disabilities Education Act (IDEA), states that a Free and Appropriate Public Education (FAPE) is available to all students with disabilities residing in the state, including students with disabilities who have been suspended or expelled from school.

A student with a disability who is removed from his or her current placement under “special circumstances” (irrespective of whether the behavior is determined to be a manifestation of the student’s disability) or removed under “school personnel authority” shall continue to receive educational services, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP; and receive, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications, that are designed to address the behavior violation so that it does not recur.

Suspensions for over ten days at a time and depending upon the pattern of removals, for more than ten days cumulatively in a school year are considered to constitute a “change in placement” for a child with a disability. The IDEA requires that prior to changing the placement of a student with a disability through the use of disciplinary action, the following must occur: (1) a manifestation determination must be made by the child’s IEP Team; (2) the IEP Team must plan a functional behavior assessment of behavior and then use assessment results to develop a behavioral intervention plan; and (3) the IEP Team must determine what services are to be provided to the child, for any removal period beyond ten days in the school year, in order that the child may continue to participate in the general curriculum and advance toward achieving his/her goals.

Manifestation Determination

Except as provided under “school personnel authority,” within ten school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the local educational agency, the parent and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall review all relevant information in the student’s file, including the student’s IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by or had a direct and substantial relationship to the student’s disability; or
2. If the conduct in question was the direct result of the local educational agency’s failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either the conduct in question was caused by, or had a direct and substantial relationship to the student’s disability, or the conduct in question was the direct result of the local educational agency’s failure to implement the IEP, then the conduct shall be determined to be a manifestation of the student’s disability.

If the local educational agency, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the student’s disability, the IEP Team shall:

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such student, provided the local educational agency had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
2. Review the behavioral intervention plan if the student already has such a behavioral intervention plan and modify it, as necessary, to address the behavior; and
3. Except as provided under “special circumstances,” return the student to the placement from which the student was removed, unless the parent and the local educational agency agree to a change of placement as

part of the modification of the behavioral intervention plan.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, in cases where a student:

1. Carries to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency.
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises or to or at a school function under the jurisdiction of a state or local educational agency; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. Serious bodily injury means bodily injury which involves: a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty (18 USC 1365).

Notification

The date on which the decision to take disciplinary action is made, the local educational agency shall notify the parents of that decision and provide a copy of the procedural safeguards accorded under this section.

Determination of Setting

The interim alternative educational setting shall be determined by the IEP Team.

Appeal

The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others, may request a hearing.

Authority of a Hearing Officer

A hearing officer shall hear and make a determination regarding an appeal. In making the determination, the hearing officer may order a change in placement of a student with a disability. In such situations, the hearing officer may:

1. Return a student with a disability to the placement from which the student was removed; or
2. Order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or to others.

Placement during Appeals

When an appeal has been requested by either the parent or the local educational agency:

1. The student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for under "additional authority," whichever occurs first, unless the parent and the state or local educational agency agree otherwise; and
2. The state or local educational agency shall arrange for an expedited hearing which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within ten school days after the hearing.

Protection for Students Not Yet Eligible for Special Education and Related Services

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates a code of student conduct, may assert any of the protections provided for in the IDEA if the local educational agency had "knowledge" (see next page) that the student was a student with a

disability before the behavior that precipitated the disciplinary action occurred.

Basis of Knowledge

A local educational agency shall be deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated the disciplinary action occurred:

1. The parent of the student has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the student, that the student is in need of special education and related services;
2. The parent of the student has requested an evaluation of the student; or
3. The teacher of the student or other personnel of the local educational agency have expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education of such agency or to other supervisory personnel of the agency.

Exception

A local educational agency shall not be deemed to have knowledge that the student is a student with a Disability if the parent of the student has not allowed an evaluation of the student or has refused services under protections for students, who is not yet eligible for special education and related services or until the student has been evaluated and it was determined that the student was not a student with a disability.

Conditions That Apply if No Basis of Knowledge

If a local educational agency does not have knowledge that a student is a student with a disability prior to taking disciplinary measure against the student, the student may be subjected to disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

Limitations

If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the student shall remain in the educational placement determined by school authorities.

Referral to an Action by Law Enforcement and Judicial Authorities

Nothing in the IDEA shall be construed to prohibit an agency from reporting a crime committed by a student with a disability to appropriate authorities or to prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability.

Transmittal of Records

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

APPENDIX B

STUDENT DISCIPLINARY PENALTIES MANDATED BY LAW TO REPORT

- * Armed Student or Hostage
- * Suspected Armed Student
- ** Arson
- ** Bomb Threat
- * Bus Incident and Bus Accident
- ** Dangerous Weapon
- * Death or Homicide
- * Drive-by-Shooting
- * Drug Possession or Sale
- * Drug Use or Overdose
- * Explosion
- * Intruder
- * Larceny (theft)
- * Minor in possession of alcohol or tobacco products
- ** Physical Assault
- * Robbery or Extortion
- ** Sexual Assault (Criminal Sexual Conduct)
- * Suicide Attempt
- * Suicide threat
- * Unauthorized Removal of Student
- * Vandalism or Destruction of Property

*** Michigan schools are mandated to report twenty-two (22) categories of student misconduct to appropriate law enforcement agencies.**

**** Federal law requires school districts to permanently expel a student for arson, bomb threat, dangerous weapon physical assault and/or sexual assault.**

APPENDIX C

DRESS AND APPEARANCE

Students are required to wear appropriate clothing. In order to maintain a positive climate, students shall not wear suggestive or revealing attire that would divert attention from the learning process. Students should always present a decent appearance. Individual schools are expected to use the following guidelines as minimum standards but are encouraged to modify them to meet the uniqueness of their school. (Reference District's Policy 8240)

UNIFORM POLICY – K-8

The District has designated that students in grades K-8 will be following a uniform dress code. Students will be expected to wear the following:

Shirts/Blouse	White, yellow, or light blue (Must have collar and sleeves)
Pants/Skirts	Black, Navy blue, or khaki

Shirts must be tucked in, tops may be button down, polo or blouses, no blue jeans, and pants must be secured at waist. Students will also be allowed to wear school colors for building sporting events to show their school spirit

POLICY K-12 DRESS AND APPEARANCE

The following items are prohibited:

- a) Dresses, skirts, or shorts shorter than two inches above the knee. Clothing that is too tight or revealing. (Pants must be secured at the waist so that undergarments are not visible. Shirts shall be long enough to cover the top of pants, shorts, or skirts).
- b) Items (including clothing, book bags, notebooks, other school supplies, etc.) with inappropriate messages, pictures, or photographs deemed obscene.
- c) Items displaying illegal substances or activities of those that are prohibited for minors.
- d) Items containing messages that are defamatory, socially offensive, or discriminating toward another group or individual.
- e) Any clothing, gang colors, bandanas, or insignia deemed to be gang related and any outward display of gang-associated behavior as determined by local law enforcement officials. (Reference District's Policy 8245)
- f) Hats, caps, head coverings, coats, and jackets during the class day. Hats and head coverings may be worn if necessary due to religious and medical reasons. All baseball caps and other hats will be placed in lockers and not carried around throughout the school day. Any hat seen by administration, teachers, or staff will be confiscated and any student dressed inappropriately will not be allowed to remain in school. Please ensure that your child is dressed appropriately before coming to school.
- g) Flip flops, house shoes, shoes with heels over 2 inches, or any foot covering deemed to be either a health or safety risk by administration.
- h) See through shirts and blouses, sleeveless shirts and blouses, tank tops, tube tops, and halter tops, and outfits (tops & bottoms) with sexually explicit, illegal activity, or social offensive messages.
- i) Sagging or low-rider pants. Pajamas and look-a-likes.

j) Any embellishment that could be used as a weapon (i.e., chains).

k) Hooded tops of any type, which could conceal the identity of a student or cause an unsafe condition.

STUDENT PROPERTY

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry, expensive coats, and electronic devices, which could be stolen, damaged, or prove disruptive to others.

The school district is not responsible for the replacement of stolen or lost student property.

If valuable personal property is to be used in a school-related project, the student should arrange with the staff for its safe keeping.

The search of student property is outlined in the district's search and seizure policy.

APPENDIX E

STUDENT'S MEDICATION AND HEALTH TREATMENT POLICY IMMUNIZATION GUIDELINES

STUDENT MEDICATIONS

Pursuant to Flint Board of Education Policy Number 8670, a student's parent/guardian must provide the school with a signed written request for the administration of medication. The forms shall be provided by the student's school. The physician's written instructions or a pharmacy-prepared container shall accompany the request. Written requests shall be renewed every school year.

SELF-ADMINISTRATION/SELF-POSSESSION OF MEDICATIONS

A student, where the parent/guardian has supplied a written permission slip and written authorization from the attending physician, may self-possess and self-administer his/her own medications. Such medications must be labeled and prepared by a pharmacy or pharmaceutical company and labeling must include the dosage and frequency of administration. The right of a student to self-possess and self-administer may be denied in the event of documented misuse by the student after consultation with the student's parent/guardian.

At no time shall a student provide, share, sell, or use another student's medication, whether prescription or non-prescription. Students in violation of this provision will receive a minimum of a 10-day suspension from school, police involvement, and/or infractions. (Reference District's Policy 8670)

IMMUNIZATIONS

The Revised School Code requires a child entering a public school for the first time (or reentering the district) to submit a statement as to his/her immunization status, specifically whether the child has been tested for and immunized against certain diseases; or a physician-signed waiver that the required immunizations are medically contraindicated; or a parent/guardian-signed waiver that for religious or other reasons the immunizations have not been given.

A parent of a child entering the 6th grade for the first time shall present to school officials not later than the first day of school a certificate of immunization or statement of exemption. (Public Act 367, 1978, Section 9208, as amended and Reference District's Policy 8480).

APPENDIX F

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of students and school property. (Reference District's Policy 8130)

SEARCHES

All searches shall be conducted in accordance with the rules developed by the Superintendent.

LOCKERS

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Students have no reasonable expectation of privacy in their lockers or in their personal effects left therein. Accordingly, school authorities may periodically inspect and search lockers, as well as personal effects left therein by a student for any reason at any time without notice, without student consent, and without a search warrant.

The lockers in the schools of the District shall be under supervision of the building principal or designated representative and assigned to the student for the storage of school materials and clothing necessary to school attendance. (Whenever the principal is mentioned in this rule, it shall be construed so as to include "or designated representative.")

The building principal or designee shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/she may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations (Cf. 8190-R) from being on school property. Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

Any person other than the building principal or designee who wishes to search a student's locker shall report to the building principal or designee before proceeding to the locker and in no event shall such person be permitted to search the student's locker without the principal's or designee's consent unless such a person has a valid search warrant authorizing him/her to make such search.

If a law enforcement officer desiring to search a student's locker and has a warrant for such search, the principal shall immediately take the officer to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed, or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building principal is not of the same opinion, he/she shall not participate in the search, but he/she shall allow the law enforcement officer to proceed on his/her own responsibility. The principal shall report the incident to the Office of Pupil Personnel Services and they may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the building principal, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such items so delivered.

STUDENTS

In order to protect the health, safety, or welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. School authorities shall conduct no strip searches.

All searches shall be carried out in the presence of an adult witness.

When it has been determined by the building principal that there is a reasonable suspicion to believe that a student is in possession of an object, which can jeopardize the health, welfare, or safety of other students, that student shall be ordered to report to the building principal's office. This determination may be based on any information received by the building principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student exhibiting objects associated with drug use, or the student exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the principal's office, the student shall be advised of the reason why he/she has been ordered to report to the principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that the building principal believes may be connected with illegal activity may remain in the custody of the building principal, unless such items are turned over to law enforcement officials, and if this is done, the principal shall receive a receipt for such items so delivered.

If the student refuses to comply with this request, the building principal shall notify the student's parents/guardians and request that they come to the school at once. The building principal shall advise the parents/guardians of the immediate situation. If the parents/guardians of the student are unable to persuade the student to comply, the parents/guardians and the student shall be advised that law enforcement officials will be notified, and the matter turned over to them. If the parents/guardians refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building principal shall notify law enforcement officials and inform them of the facts which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant.

Once the building principal has relinquished control of the student to the law enforcement officials, the building principal or representative shall remain with the student and be present during any search of the student made by law enforcement officials on school property.

A written report of such search incident shall be made by the building principal and submitted to the Office of Pupil Personnel Services. The written report shall contain the name of the student; the time, date, and place of the search; the reason or reasons for the search; the fact of whether law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being searched; and the result of the search. The Office of Pupil Personnel Services shall keep a copy of the written report on file.

AUTOMOBILES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots, and inspections of the exteriors of student vehicles on school property. The interior of student vehicles may be inspected whenever a school employee has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without student consent and without a search warrant.

USE OF CANINES

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband on school-owned property and in automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable suspicion to believe that the student possesses contraband on his or her person. A qualified and authorized trainer who will be responsible for the dog's actions must accompany the canine. An indication by the dog that contraband is present on school property or in an automobile shall be reasonable suspicion for a further search by school officials.

APPENDIX G

RIGHTS AND RESPONSIBILITIES

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. Specifically pertinent to the school setting are those rights contained in the First and Fourteenth Amendments that relate to freedom of speech, press, assembly, petition, and with due process and equal protection.

It is recognized that the school is an academic community composed of students, teachers, administrators, parents, and the community at large. The rules and regulations of the schools are the laws of the community. All those who enjoy the right of citizenship in the school-community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of the community.

IT IS THE STUDENT'S RIGHT TO:

1. Attend school in the district in which his/her parents or legal guardian reside.
2. Form and hold his/her own ideas and beliefs.
3. Express his/her opinions verbally or in writing.
4. Dress within recognized standards of health, safety, and good taste.
5. Associate and assemble peacefully.
6. Petition school officials to address complaints.
7. Expect that the school shall be a safe place for all students to gain an education.
8. Privacy of his/her school records.
9. Have a student government with representatives selected through free school elections.
10. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural process.
11. Expect that the school shall make every effort to safeguard individual rights.

RIGHTS OF 18-YEAR-OLD STUDENTS

Eighteen-year old students are legally recognized as adults. The policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority, except as noted below:

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access of their student records.
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their report cards.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. All school attendance standards continue to apply to students regardless of their age.

IT IS THE RESPONSIBILITIES OF THE STUDENTS TO:

1. Respect the inherent human dignity, worth, and rights of every other individual.
2. Attend school daily and be on time to all classes.
3. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
4. Dress in such a manner so as not to interrupt or interfere with the educational process.
5. Be aware of all rules and regulations regarding student behavior and conduct.

6. Study diligently and strive for the best possible level of academic achievement.
7. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
8. Take an active part in the improvement of the school by becoming involved in or supporting student government.
9. Become actively involved in one's education, understanding of others, and preparation for adult life.
10. Report knowledge of violation of school policy (i.e., weapons, drugs, alcohol, etc.) on school property.
11. Wear and have school identification badges visible during school hours. Identification badges are to be worn between the neck and the waist. (If lost, replacement cost is \$10).
12. Become familiar with the Code for Student Conduct.

IT IS THE RESPONSIBILITIES OF PARENTS TO:

1. Assist your child in attending school regularly and on time.
2. Provide for your child's health, personal cleanliness, acceptable grooming, and suitable dress.
3. Listen to, consult with, understand, and trust your child.
4. Work with school personnel and community groups to communicate concerns that may interfere with a child's education.
5. Teach your child to respect lawful procedures and the rights of others.
6. Encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.
7. Provide a time and place in the home for homework and study.
8. Become familiar with the Code for Student Conduct as it relates to their child.

IT IS THE RESPONSIBILITIES OF TEACHERS TO:

1. Know and enforce consistently and fairly the rules of the individual school and the policies of the school district.
2. Respect the individuality of students.
3. Assist students in becoming self-reliant and independent.
4. Work with parents, students, and school staff to provide for positive change and prepare lessons that reflect district standards.
5. Notify parents when a student may be failing the course (i.e., progress reports, parent conferences, report cards, and telephone calls).
6. Familiarize themselves with the Code for Student Conduct

IT IS THE RESPONSIBILITIES OF THE BOARD OF EDUCATION TO:

1. Hold the Superintendent of Schools and the school employees responsible for the fair and consistent application of policies of the Board of Education.
2. Work to adopt clear, understandable policies that enforces the goals of the school system.
3. Maintain open communication with all segments of the community to foster attainment of the best possible educational environment.
4. Adopt policies that clearly promotes and provide for a safe and orderly school environment.
5. Familiarize oneself with the Code for the Student Conduct.

APPENDIX H

STUDENT CONDUCT ON SCHOOL BUSES, RULES, AND REGULATIONS FLINT BOARD OF EDUCATION TRANSPORTATION CODE

1. The safety and conduct of students while going to a bus stop are the responsibility of the parent. The school recognizes a secondary responsibility to assist and cooperate with the parents.
2. The driver is responsible for maintaining order on the bus. The bus is an extension of the classroom.
3. If an incident occurs and it becomes necessary for the driver to take action to maintain order, the driver must record the circumstances of the incident on a “Bus Discipline Referral Report Form” and send the report to the principal. One copy of the report will stay at the transportation office.
4. The school bus driver must know the disciplinary procedures provided by the Flint Board of Education, as set forth in the Code for Student Conduct and in school board policies pertaining to student rights and responsibilities and student discipline.
5. The bus driver has no authority to slap, spank, or abuse any child. In no event shall the driver of the bus use force to discipline a child other than to break up a fight between students, to stop an assault on the driver or others, or to stop behavior which could cause an accident.
6. If a student is causing problems on the bus, the driver will complete the run and upon his/her return report the incident on a “Bus Discipline Referral Form” in addition to giving a verbal report to the principal or his/her designee.
7. Upon receipt of such a complaint, the principal or his/her designee, after a thorough investigation shall take appropriate disciplinary action in accordance with the Code for Student Conduct. It should be noted that depending on the severity of the infraction of the rules, “appropriate disciplinary action” could possible mean suspension from school and/or either temporary or permanent denial of bus transportation.
8. At any time during the investigation or interpretation of a student disciplinary case, the principal or his/her designee may need to discuss details of the incident with the driver of the bus involved and/or the transportation supervisor. Such a request for a conference shall be honored.
9. If the disciplinary action taken by the principal or his/her designee does not meet the expectations of the transportation manager, the Office of Pupil Personnel Services will review the information and make a final determination in the case.
10. Similarly, the student involved shall have the right to appeal as described in the Code for Student Conduct.
11. The City of Flint has an ordinance prohibiting smoking on the bus. This prohibition applies to the driver as well as to the passengers, even when the bus driver is alone on the bus.
12. At the end of each run, the bus driver will check the bus for items left by students and for any possible vandalism to the bus. Vandalism must be reported to the transportation office for repair. The bus driver will also report any possible suspects to the principal’s office in writing for corrective action.

SCHOOL BUS RULES AND REGULATIONS

When a student steps aboard a Flint Community Schools bus, he/she is in school in an “extended classroom.” Because of this, the student is subject to all rules, rights, and responsibilities of the Code for Student Conduct.

1. Only students eligible for transportation will be permitted to ride the buses. Each eligible student will be assigned to use one specific bus stop and will not be permitted to use any other without written permission from the Transportation Department.
2. Riding the bus is a privilege and students riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and students shall render him/her the same respect and courtesy given a teacher.
4. **While waiting for the bus:**
 - a. Dress appropriately.
 - b. Get to your bus stop 10 minutes early.
 - c. Stay back from the edge of the road.
 - d. Stand quietly--respect the other people's property.
 - e. Do not push.
 - f. Do not throw objects.
 - g. Stragglers will be left behind as the driver has a schedule to maintain.
 - h. Wait until the bus comes to a complete stop before attempting to get on.
5. **When boarding or leaving the bus:**
 - a. Show your bus pass when boarding the bus.
 - b. Step on and off promptly and quietly.
 - c. No pushing or shoving.
 - d. Watch your step.
 - e. Cross properly only in front of the bus.
 - f. Stop before you cross an open road area and look at the driver.
 - g. Beware of passing cars.
6. **While on the bus:**
 - a. Fill the back seats first when getting on the bus or sit in your own seat if one has been assigned.
 - b. Do not do anything that distracts the driver's attention, talk in low voices.
 - c. All students must be seated while the bus is in motion.
 - d. Keep feet and articles out of the aisle.
 - e. Never throw objects.
 - f. Keep your head and arms inside of the bus.
 - g. Help keep the bus clean by depositing trash in the trash receptacle upon exiting the bus.
 - h. Be silent when crossing railroad tracks.
 - i. Do not shout, whistle, or gesture from the bus window.
 - j. Eating and drinking on the bus are not permitted.
 - k. Use of tobacco is not permitted.
 - l. The rear door must never be opened except in an emergency.
 - m. Glass containers are not allowed.
 - n. Radios/headsets, tape/cd players, cell phones, whistles, or other electronic devices are not to be used/played or operated on the school bus.
 - o. Skateboards, inline skates, and hockey sticks are not allowed on the bus unless contained in an appropriate case or part of a field trip where needed.
 - p. No animals, reptiles, or any other living creatures are allowed on the bus.
7. **In case of an emergency or accident:**
 - a. Remain calm, stay in your seat.

- b. Listen for the driver's instructions.
- c. Exit promptly, if and when instructed.
- d. Report any injuries to officials.

APPENDIX I

ADMINISTRATIVE POLICIES & PROCEDURES

AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the State of Michigan MCL 380.11a; MSA 15.4011a., the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to students' conduct in order to provide for their safety and welfare at school, while en route to and from school, attending school-sponsored activities, or at school-sponsored events.

The Board of Education has approved the policies, rules, and regulations contained in this publication. The Board may adopt others.

GENERAL LIMITATIONS ON FREEDOM

Because educational institutions must be orderly institutions, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. No communication of a commercial of obscene or defamatory nature or any communication advocating racial, religious, or other intolerances is not permitted.

FREEDOM OF SPEECH

Students are entitled to verbally express their personal opinions. Such expression shall not interfere with the freedom of others to express themselves or with the educational process. The use of obscenities or personal attacks that are vulgar or profane, disruptive to the educational process, or compromise the rights of other students are prohibited.

FREEDOM OF ASSEMBLY

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless a building administrator gives prior approval. Gatherings or assemblies that interfere with or disrupt the operation of the school or classroom are prohibited.

FREEDOM OF PETITION

Any student has the right to petition. Individual students have the right to ask their teacher or an administrator for reconsiderations of actions they believe to be unfair. The collecting of signatures for the purpose of petitioning shall not disrupt classroom procedures or interfere with the educational process.

Students shall not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements, and personal attacks.

PUBLICATIONS

School-sponsored publications are part of the curriculum and are not a public forum for general student use.

Student publications that are not libelous, disruptive, or obscene (obscene as defined by local community standards and lacking sufficient, redeeming social value) may be distributed on school property during school hours in areas designated by the building principal. Distribution that substantially interferes with the normal flow of traffic within the school corridors and entry ways, that is coercive of any other person's right to accept

or reject any publication or that causes substantial and material interference with “normal school activities” shall not be permitted.

The reading of inappropriate literature in all Flint Community Schools is prohibited. This includes books with sexual themes, compact disc covers with explicit language, and written messages that display sexual themes or explicit language.

SCHOOL RECORDS

Access to student records is governed by Michigan’s Freedom of Information Act, the Family Education Rights and Privacy Act (“FERPA”), and Board of Education policy as contained in “Guidelines for Collection, Maintenance, and Dissemination of Student Records,” a copy of which is available in the principal’s office.

Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student’s parent(s) or legal guardian, and to the student. Arrangements for review may be made through the principal, or in the secondary schools, through the Guidance and Counseling Department.

Under the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232 g (“FERPA”) and the regulations adopted pursuant thereto, all parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years or older have the right to examine “educational records” directly related to those students, which are maintained by the school district in accordance with the terms of the law and regulations. The Board of Education’s policy and procedures for inspection, review, and copying of “education records” with a description of the types of records maintained by the school district and the procedures seeking correction of “education records” is available from the office of the principal of each school in the school district or the office of the Superintendent of Schools.

Complaints with regard to violation of rights can be submitted in writing to the Family Educational Rights and Privacy Act (“FERPA”) Office, Department of Health, Education, and Welfare, 330 Independence Avenue, SW., Washington, D.C. 20201.

Other than in certain exceptional circumstances described in the Board of Education’s policy and procedures concerning “education records,” no personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parents, legal guardian, or student more than eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles or athletic rosters, Family Education Rights and Privacy Act (“FERPA”) allows the release of certain student information without prior consent. “Directory information,” such as a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards achieved. The most recent previous educational agency or institution attended by the student, date of graduation, and last grade completed shall not be disclosed without the prior written consent of the parent, legal guardian, or student more than eighteen (18) years of age unless and until written objection to the designation of any or all of this information as directory information is received by the principal of the school that the student attends or last attended. Directory information may be released by the school district for the reasons specified above but will not be disclosed to third parties engaged either directly or indirectly in marketing. Also, photographs of students in an educational or extracurricular setting may be taken as part of the school district’s newsletter, newspaper and/or website(s). The purpose of the photographs is to recognize student achievement and activities and will be considered disclosable “directory information,” unless written objection is received as required above. Further, as a means of providing additional security for its students, the Flint Community Schools utilizes video cameras on all its busses and in school hallways. Please be advised that the videotapes are not considered student records and any images of your child that may occur as a result of this videotaping may be reviewed by third parties

APPENDIX J

**FLINT COMMUNITY SCHOOLS
STUDENT GRIEVANCE FORM**

Date _____

Name _____

Address _____

School Attending _____ Parent(s) _____

Phone _____ Grievant _____

Signature of student () parent () _____

Statement of Grievance _____

Attach additional information as needed

Date & time of incident _____

APPEAL LEVEL II

Disposition: _____

Principal _____

Notification of disposition:

a. Were you advised of the right of representation? _____

b. Are you satisfied with the disposition? _____

c. Do you wish to appeal to Level II? _____

Grievant signature _____

APPEAL LEVEL III

Disposition: _____

Pupil Personnel Services _____

Executive Director _____

**2011-2012
FLINT COMMUNITY SCHOOLS
BOARD OF EDUCATION**

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Jennifer Dillard, Vice President

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Director of Pupil Personnel Services

**STATEMENT OF ASSURANCE OF
COMPLIANCE WITH FEDERAL LAW**

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-1259

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 1259

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-1259**

設有翻譯服務,祇要提出要求,請電760-6770.

Inquiries should be addressed to:

Executive Director of Human Resources/Legal Affairs

923 East Kearsley Street

Flint, Michigan 48503-1974

810-760-1124

Interpreter services will be available upon request to the Office of State, Federal and Local Programs at 810-760-1259



FLINT COMMUNITY SCHOOLS

923 E. Kearsley Street
 Flint, MI 48503
 Phone: (810) 760-1000
 Fax: (810) 760-7601
 Website: www.flintschools.org

SCHOOL INFORMATION 2011-2012

SCHOOL	PHONE	FAX	ADDRESS	PRINCIPAL
HIGH SCHOOLS				
Northern High School	760-1740	760-5009	G-3284 Mackin Rd., 48504	Janice Davis
Northwestern High School	760-1780 ext. 0	760-6809	G-2138 W. Carpenter Rd., 48505	Cheryl Adkins
MIDDLE SCHOOLS				
Holmes Foundation	760-1620	760-5346	6602 Oxley Dr., 48504	Michael Gray
McKinley Foundation	760-1356	760-5104	4501 Camden Ave., 48507	Lavern Bond
ELEMENTARY SCHOOLS				
Brownell	760-1643	760-1538	6302 Oxley Dr., 48504	Brenda Greer
Bryant	760-7254	760-1522	201 E. Pierson Rd., 48505	Grant Whitehead
Bunche	760-1700	760-5101	4121 M.L. King., 48505	Diana Wright
Carpenter Road	760-1709	760-5099	6901 Webster Rd., 48505	Kim Cross
Cummings	760-1422	760-7035	G-2200 Walton Ave., 48532	Ed Walthers
Dort	760-1450	760-5499	601 E. Witherbee St., 48505	Napoleon Demps
Doyle Ryder	760-5266	760-5118	1040 N. Saginaw St., 48503	Valeria Shepard
Durant-Tuuri-Mott	760-1594	760-7729	1518 University Ave., 48504	Dan Berezny
Eisenhower	760-1607	760-7457	1235 Pershing St., 48503	Patti Davis
Freeman	760-1797	760-6882	4001 Ogema St., 48507	Mary Madden
Neithercut	760-1359	760-5133	2010 Crestbrook Ln., 48507	Marcia James
Pierce	760-1386	760-7147	1101 W. Vernon Dr., 48503	Kathy Chapman
Pierce (Sarvis) -- Grades 5 & 6	760-7515	760-7084	1231 E. Kearsley St., 48503	Kathy Chapman
Potter	760-1813	760-5156	2500 N. Averill Ave., 48506	Gretchen Shafer
Scott	760-1805	760-1808	1602 S. Averill Ave., 48503	Elizabeth Kato
Summerfield	760-1550	760-4061	1360 Milbourne Ave., 48504	Phyllis McCree
Washington	760-1381	760-4065	1400 N. Vernon Ave., 48506	Anita Miller
SPECIALTY SCHOOLS				
Classical Academy (Gr. 7-12)	760-1400	760-7772	1420 W. Twelfth St., 48507	Corinne Edwards
GASC Technology Center	760-1444	760-7759	G-5081 Torrey Rd., 48507	Christopher James
King Early Childhood Center	760-1344	760-7006	520 W. Rankin St., 48505	Lauren Chom
Manley Early Childhood Center	760-1841	760-7299	3002 Farley St., 48507	Linda Burroughs
Mott Adult High School	760-7723	760-1945	2421 Corunna Rd., 48503	Amy Boyles-Sfetkides
Schools of Choice	760-1780 ext. 0	760-6809	G-2138 W. Carpenter Rd., 48505	Cheryl Adkins
Southwestern Academy (Gr. 7-12)	760-1400	760-7772	1420 W. Twelfth St., 48507	Corinne Edwards

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