

---

---

# **CODE OF CONDUCT**

**Allen Park Public Schools**

**2017 – 2018**

**Allen Park Board of Education  
Allen Park, Michigan**

*Approved December 11, 2017*

## TABLE OF CONTENTS

INTRODUCTION.....	1
LEGAL BASIS FOR SCHOOL DISCIPLINE .....	1
RIGHTS AND RESPONSIBILITIES .....	2
TRESPASSING.....	3
EDUCATION.....	3
EXPRESSION.....	3
SPEECH .....	3
PETITION .....	4
PUBLICATIONS.....	4
School-sponsored Publications .....	4
Non-school Sponsored Publications: .....	4
ASSEMBLY.....	4
STUDENT DRESS CODE .....	4
STUDENT ACTIVITIES.....	4
OFF-CAMPUS CONDUCT .....	5
STUDENT'S PROPERTY .....	5
SEARCH AND SEIZURE .....	5
General Searches.....	5
Student Privacy .....	5
Searches of Person and Personal Property .....	5
<i>STUDENT PARKING - HIGH SCHOOL</i> .....	6
Search of Vehicles; High School Parking Lot.....	6
Lockers or Other School Property Assigned to Students.....	6
Seizure.....	6
RESPONSIBILITIES OF STUDENTS .....	6
RESPONSIBILITIES OF PARENTS .....	7
RESPONSIBILITIES OF TEACHERS.....	7
RESPONSIBILITIES OF ADMINISTRATIVE STAFF .....	7
RESPONSIBILITIES OF THE BOARD OF EDUCATION .....	7
PROCEDURES FOR REVIEW .....	8
PHILOSOPHY OF ATTENDANCE.....	8
ALLEN PARK HIGH SCHOOL – ATTENDANCE .....	9
ALLEN PARK HIGH SCHOOL – VACATION POLICY.....	11
ALLEN PARK HIGH SCHOOL – FOOD SERVICE LATE FEES.....	12
MIDDLE SCHOOL – ATTENDANCE .....	12
MIDDLE SCHOOL – TARDY PROCEDURES .....	12
MIDDLE SCHOOL – FOOD SERVICE LATE FEES .....	13
CLOSED CAMPUS - 6 <sup>TH</sup> THROUGH 12 <sup>TH</sup> GRADES.....	13
STUDENT SIGN-OUT PROCEDURE .....	13
High School/Middle School .....	13
ELEMENTARY SCHOOLS – ABSENTEEISM PROCEDURE .....	13
ELEMENTARY SCHOOLS – EARLY DISMISSAL.....	14
ELEMENTARY SCHOOLS – SIGN-OUT PROCEDURE .....	14
ELEMENTARY SCHOOLS – TARDY PROCEDURE .....	15
ELEMENTARY SCHOOLS – FOOD SERVICE LATE FEES.....	15
ALLEN PARK PUBLIC SCHOOLS DENIAL OF EDUCATION PARTICIPATION; DISCIPLINARY MEASURES.....	16
REMOVAL FROM CLASS .....	16
SNAP SUSPENSIONS .....	16
PROCEDURE – STUDENT SENT HOME .....	17
CLOSING OF CLASSES .....	17
PARENT CONFERENCE .....	17
CORPORAL PUNISHMENT .....	18
DETENTION .....	18
SUSPENSION.....	19
Out-of-school Suspension .....	19
In-school Suspension – Middle School .....	19
In-School Suspension Room Rules and Regulations .....	19
In-school Suspension – High School.....	19
STUDENT DUE PROCESS .....	21
Short-term Suspension .....	21
Middle School Process .....	21
High School Process .....	22

Long-term Suspension .....	22
Re-admission Procedures After Suspension.....	23
EXPULSION.....	23
SUSPENSION/EXPULSION OF DISABLED STUDENTS .....	23
TOBACCO, ALCOHOL, INHALANTS, PERFORMANCE-ENHANCING SUBSTANCE AND OTHER DRUGS .....	25
TRANSPORTATION.....	26
School Bus Code of Conduct .....	26
Infractions of Bus and/or Bus Stop Conduct .....	26
PERSONAL ELECTRONIC DEVICES.....	27
COMPUTER NETWORK, INTERNET AND TECHNOLOGY ACCEPTABLE USE .....	27
SEXUAL HARASSMENT .....	29
BULLYING/CYBERBULLYING .....	30
HAZING .....	30
VIOLENT/AGGRESSIVE BEHAVIOR.....	31
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	31
Cumulative Records .....	31
RIGHTS TO ACCESS AND PRIVACY OF RECORDS.....	32
CONFIDENTIALITY -- STUDENTS.....	33
Dissemination of Student Records .....	33
Access To Student Records, File, and Data .....	35
Hearing Procedure .....	35
MEDICATIONS .....	36
Medication Given by Staff to Student .....	36
Student Self-Administered Medication .....	36
Use of Medications .....	37
The Storage of Medicine .....	37
Legal Records .....	38
RETENTION POLICIES.....	38
Grades Kindergarten through 12.....	38
Criteria For Retention .....	38
Allen Park Middle School.....	39
Elementary School .....	39
DISCIPLINARY MEASURES WITH SANCTIONS .....	41
Notice of Non Discrimination .....	<b>Error! Bookmark not defined.</b>
Prohibition of Discriminatory Practices.....	<b>Error! Bookmark not defined.</b>
DOWNRIVER RESOURCES .....	54
Crisis and Emergency Services .....	54
Health & Social Services .....	54
Counseling Services.....	54
Parent Support Services.....	54
District Civil Rights Coordinator.....	54

## **INTRODUCTION**

A primary objective of the Allen Park School District is to assist each student to develop into a responsible, law-abiding citizen. Each student is given the opportunity and environment to reach his/her maximum potential. An aspect of the growing-up process is respect for rules and regulations established for the protection of the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated.

The discipline policy of the Allen Park School District is based on humanitarian principles and ideals. The District recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on sound guidance principles and respect for the individual.

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth. Student abilities, attitudes, and habits essential to acceptable self-controlled behavior is the foundation of the Code of Conduct. This Code of Conduct applies to all students attending school, in route to or from school, and while in attendance at school-sponsored events. Reference should be made to your building's student handbook for variations/exceptions to this Code of Conduct.

## **LEGAL BASIS FOR SCHOOL DISCIPLINE**

(Revised School Code, MCL § 380.11a (3) (b), MCL § 380.1311 (1) (2), and MCL § 380.1311a)

(3) A general powers school district has all the rights, powers, and duties expressly stated in this act; may exercise a power implied or incident to any power expressly stated in this act; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to operation of the school district in the interests of public elementary and secondary education in the school district, including, but not limited to, all of the following:

Providing for the safety and welfare of pupils while at school or a school-sponsored activity or while en route to or from school or a school-sponsored activity. MCL § 380.11a(3) (b).

(1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school

board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement. However a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least one (1) of the following:

- a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- b) The weapon was not knowingly possessed by the pupil.
- c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities. MCL § 380.1311 (1) (2)

(3) If a pupil in grade 6 and above commits a physical assault against an employee, volunteer, or contractor of the School District while at school, the pupil shall be permanently expelled from the School District, subject to possible reinstatement after the expiration of a hundred and eighty (180) school days MCL § 380.1311a(1)

- a) Such an expulsion for physical assault must, by law, be entered on the pupil's permanent record, and such an expulsion applies to all public schools in state. MCL § 380.1331a(3)
- b) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. MCL § 380.1311a(12) (a).
- c) "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. MCL § 380.1311a (12) (b).

## **RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment insures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment guarantees due process and equal protection. These rights apply to school situations.

A primary task of the school is to create a stimulating learning climate for all students. Such a climate includes a broad exposure to the rights and responsibilities of citizens in a democratic society. That the school community in educating the young for citizenship is reason for scrupulous protection of the constitutional freedoms of the individual involved.

Students are given opportunities to exercise their rights and assume responsibilities for citizenship.

Our schools strive for equity and balance. This can be accomplished only when the rights of students are equitable and balanced by the responsibilities on which the rights are based.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he/she exercises his/her rights. A student must accept the consequences of his/her actions and recognize the boundaries of his/her rights. Each exercise of an individual's rights must demonstrate respect for the rights of other. To achieve the goal of a democratic society, the staff, students, and parents must work cooperatively to avoid the extremes of regimentation or anarchy.

These statements set forth the rights and responsibilities of students in the public schools of Allen Park. These rights and responsibilities are inseparable. These statements should not be interpreted as all-inclusive. The student has rights guaranteed by the Constitution and the law.

### **TRESPASSING**

It shall be unlawful to trespass upon private or public property without the expressed or implied consent or license of the owner (Code 1957, 8-132; Ord. No. 70-18, 32, 4-27-71).

### **EDUCATION**

Students have the right to an education and they also have the responsibility not to interfere with or threaten the education of others by their actions. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing the channels provided for this purpose.

### **EXPRESSION**

A basic purpose of education is to prepare students for a democratic society. Students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interferences by the school with these liberties or with the student's expression of controversial points of view.

### **SPEECH**

Students have the right to express their opinions either verbally or symbolically as long as they do not disrupt the educational process.

As intellectual beings, students have a right to search for truth by examining opposing ideas and to express in an orderly manner whatever views command the assent of their minds. Where soundness of their position can neither be proved nor disproved with documentation, they shall in no way be penalized academically for holding those views.

A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others. Students have the right to have their own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

## **PETITION**

Students have the right to present petitions; however, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process. Students shall not be subjected to disciplinary measures for initiating or signing a petition providing that the petition is free from obscenities, libelous statements, and personal attack.

## **PUBLICATIONS**

### *School-sponsored Publications*

Students who edit, publish, or distribute school-sponsored and/or curriculum related publications, or who produce school-sponsored or curriculum related radio or television material, are prohibited from presenting any material which contains obscene, lewd, vulgar, or other plainly offensive speech. Building administrators and staff additionally retain the right to control content over school-sponsored publications to assure that participants learn whatever lessons the activity relative to the publication(s) is designed to teach, and to assure that readers or listeners are not exposed to material inappropriate for their level of maturity, and that views of individual speakers are not attributed to the schools or School District.

### *Non-school Sponsored Publications:*

Students who wish to edit, publish or distribute non-school sponsored publications in any form among students within their schools must assume responsibility for the content of such publications. The publications shall not contain any material which is obscene, lewd, vulgar, or otherwise plainly offensive speech. Additionally, any material which causes or may tend to cause a substantial and material disruption to the good order and operation of the school may be prohibited. Building administrators may impose reasonable time, place and manner restrictions on the distribution of all student publications and communications.

## **ASSEMBLY**

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is not permitted.

## **STUDENT DRESS CODE**

The Board recognizes the right of each building to establish and enforce their own dress code guidelines. These guidelines can be found in each building's student handbook/dress code guidelines.

Students are expected to determine their patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and does not interfere with the educational process of the school.

## **STUDENT ACTIVITIES**

Students have the right to participate in school activities regardless of race, sex, color, creed, religion, national origin, or physical handicap.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Students temporarily suspended from school shall not be allowed to attend or participate in any curricular or extracurricular activity during the time of their suspension unless the terms of their suspension allow otherwise.

### **OFF-CAMPUS CONDUCT**

Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the Allen Park School District. In addition, students' off-campus actions that have a direct and immediate effect on the general safety and welfare of students and staff may result in disciplinary action whether or not part of a school-sponsored activity.

### **STUDENT'S PROPERTY**

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry, radios, and cassettes, compact disks, compact disk players, laptop computers and other electronic communication devices (ECD), which could be stolen, damaged, or proved disruptive to others. If valuable personal property is to be used in a school-related project, the student should arrange with the staff for its safekeeping.

### **SEARCH AND SEIZURE**

#### *General Searches*

General searches of school property may be conducted at any time by school personnel for the purpose of enforcing school regulations concerning health, safety, or order.

#### *Student Privacy*

The Board of Education recognizes that the privacy of students in their persons and their immediate personal property may not be violated by an unreasonable search and seizure, and accordingly students and their immediate personal property will not be subject to search and seizure without reasonable, individualized suspicion of misconduct.

#### *Searches of Person and Personal Property*

Upon reasonable suspicion to believe that a student may possess illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others, or items which are used or attempted to be used to disrupt or interfere with the educational process, an administrator may search that student's person and the property of the student, including by way of example, bags, briefcase, satchels, purses, and automobiles.



## *STUDENT PARKING - HIGH SCHOOL*

It is considered a privilege to park in the high school parking lot. Students are not allowed to park in any area not designated for student parking. If students disregard the traffic or parking regulations, they will lose this privilege. Possible consequences of traffic or parking violations include sticker notices, loss of parking permit, ticket from the Allen Park Police Department, towing and suspension. Allen Park Public Schools assumes no responsibility for any damage or theft that may occur.

### *Search of Vehicles; High School Parking Lot*

By entering the high school parking lot, the person in charge of any vehicle consents to search of the entire vehicle and its contents (with or without cause) by school officials (or police officers).

### *Lockers or Other School Property Assigned to Students*

Lockers, desks, and other School District property that may be assigned to students remains the property of the School District and are assigned so that students may store supplies, clothing, and other items necessary for their needs while at school. Students have no expectation of privacy in lockers, desks, or other school property assigned to them for storage purposes, or in the contents thereof. Searches of lockers, desks, other storage properties, or their contents may be conducted at any time, with or without reasonable suspicion. A student's privacy rights as to any items which are not illegal or against school policy will be preserved.

### *Seizure*

Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used, or attempted to be used, to disrupt or interfere with the educational process, will be removed from the student's possession. Such items may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary action by the Allen Park Public Schools.

Rights carry with them certain responsibilities which must be shared by the students, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed as follows:

## **RESPONSIBILITIES OF STUDENTS**

- A. To attend school regularly, on time, prepared to learn to the best of their ability
- B. To respect the rights of others
- C. To respect the property of others, including school property which parents have paid for through taxes
- D. To follow reasonable requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff
- F. To follow the rules and regulations as set forth in the Code of Conduct

## **RESPONSIBILITIES OF PARENTS**

Recognizing the importance of parent involvement in the educational success of children, the Board of Education strongly encourages parent participation in educational program planning in school improvement efforts.

Parents are encouraged to be actively involved in local school improvement teams and system-wide efforts which impact educational change as well as in the planning, development, implementation and evaluation of all state and federal programs.

- A. To assist their child in attending school regularly and on time
- B. To respect the rights of others
- C. To provide their child's health, personal cleanliness, acceptable grooming, and suitable dress
- D. To listen to, consult with, understand, and trust their child
- E. To work with school personnel and community groups to communicate concerns which may interfere with a child's education
- F. To teach their child to respect lawful procedures and the rights of others
- G. To be responsible for and insistent upon their child's understanding and development of self-reliance and independence
- H. To instruct their children to abide by the Code of Conduct

## **RESPONSIBILITIES OF TEACHERS**

- A. To know and enforce the rules consistently and fairly
- B. To respect the rights of others
- C. To respect the individuality of students
- D. To assist students in becoming self-reliant and independent
- E. To work with parents, students, and school staff to provide for positive change
- F. To notify parents and/or students who may be failing a course
- G. To abide by the Code of Conduct

## **RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

- A. To know and enforce consistently and fairly the rules and policies of the individual school and the school district
- B. To respect the rights of others
- C. To establish a climate of understanding toward all students, parents, and staff
- D. To encourage innovative practices in the individual buildings which will increase students' self-respect and self-reliance
- E. To abide by the Code of Conduct

## **RESPONSIBILITIES OF THE BOARD OF EDUCATION**

- A. To hold the Superintendent and school employees responsible for the fair and consistent application of policies of the Board of Education
- B. To respect the rights of others
- C. To work to adopt clear, understandable policies that enforce the goals of the school system.
- D. To maintain open communication with all segments of the community
- E. To foster attainment of the best possible educational environment
- F. To abide by the Code of Conduct

## **PROCEDURES FOR REVIEW**

The Code of Conduct is designed to promote fair application of rules and regulations. However, in instances where a parent or guardian believes a particular situation has not been satisfactorily resolved, it is important to follow the appropriate Procedures for Review. Initial discussions to resolve a concern should begin with the teacher if there is a concern regarding the teacher and your student, or the assistant principal, if there is a concern regarding the assistant principal and your child. Usually, these concerns can be resolved by discussion with the individuals involved at each level. This process is essential to success. Sometimes the parent or guardian may sense that the relationship is not working effectively. Then and only then should the concern be forwarded to the next level in the chain of command, i.e. principal first and then second, the office of the Superintendent (the Superintendent may designate or assign a designee to resolve the issue). At this point, the situation will be reviewed and investigated if necessary. You will be asked to be patient while all particulars regarding the situation are reviewed. It is important that all parties understand the need for calm and objective assessment of the concern. All parties will endeavor to reach a resolution that is fair and consistent with existing Board policies and in the best interests of the student. Likewise, it is expected that employee rights and responsibilities will be upheld.

Should a parent or guardian be aggrieved and also believe that any Federal law be implicated or violated, that person may invoke the Grievance Procedures set forth at Pages 21-25 herein. Nothing in this section is intended to discourage a parent or guardian from at any time filing a complaint of sexual harassment, as set forth in the Grievance Procedures below at Pages 21-25.

## **PHILOSOPHY OF ATTENDANCE**

Attendance in class is directly related to success in school. Classroom instruction is organized in such a manner that the tutorial assistance of the teacher and the interaction of pupil discussion and activities are an integral part of instruction and requires attendance in class. It is recognized that students may not be able to attend class for the legitimate reasons listed below and will be permitted nine (9) days during each semester in each class to accommodate these matters:

1. Illness
2. Professional appointments which cannot be scheduled outside the normal school day
3. Personal and/or family problems
4. Death in the family
5. Religious holidays

Vacations, prearranged absences, or any other excused or unexcused absences will be counted as part of the nine (9) days. Students will be responsible for any required work during any missed class.

The Michigan compulsory law (380.1561) states a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The Allen Park Board of

Education strongly supports a policy of utilizing every resource available to involve students in an on-going educational program on the basis of regular attendance. Each child is encouraged through a conscious effort on the part of the personnel to reach their maximum potential in all areas of development.

## **ALLEN PARK HIGH SCHOOL – ATTENDANCE**

- A. In order to provide a quality education for the students of Allen Park High School, good student attendance must be an important priority. It is an accepted reality that students achieve at a higher level when maximum time is spent on task in their various classes. Every effort should be made by students and parents to keep absences from school to an absolute minimum.

Attendance is the sole responsibility of the parent and student. Allen Park Public Schools has adopted two different parent notification systems to keep our parents updated regarding their child's attendance. Because of these new automated systems, we will no longer be sending home attendance letters or making personal phone calls to give you updates regarding your child's attendance.

1) Automated Caller: Allen Park High School has access to an automated attendance calling system. This system will notify a parent when their child has been marked absent / unexcused from school. Calls go out two times per day. If you receive a call from our automated system, you are strongly encouraged to speak with your child regarding the absence. If a mistake happens and you received a call when your child was in class, you should contact the main office the next business day to clarify the situation. The teacher of record will be contacted regarding the absence in question.

2) Parent Connection: ParentConnection is an online tool that assists parents in staying updated with their child's academics and attendance on a daily basis. Parent Connect has several different features for our parent's use. Through this resource, parents have instant access to their child's attendance, grades, teacher email, and homework. As a parent, you can log in the system 24 hours a day 7 days per week. Log-in information and password are available by contacting the Main Office.

3) Make a phone call or send an email: As a parent you have the right and ability to make a phone call or send an email whenever you have a question or concern regarding your child's attendance. Your child's assistant principal would be more than happy to look up your child's attendance and discuss any issues over the phone.

With these new parent notification features and / or by simply making a phone call we feel our students and parents have no reason to not be connected and updated regarding their child's academic and attendance records.

If you have questions about the attendance policy please contact:

Assistant Principal  
9<sup>th</sup> - 10<sup>th</sup> Grade Students  
313-827-1232

Assistant Principal / Athletic Director  
11<sup>th</sup> – 12<sup>th</sup> Grade Students  
313-827-1234

An excused absence is any absence which fulfills the following three criteria

1. Due to:
  - a) Illness
  - b) Professional appointments which cannot be scheduled outside the normal school day
  - c) Personal and/or family problems
  - d) Death in the family
  - e) Religious holidays
2. Is called in by a parent or guardian
3. Is documented appropriately

Students may make up missed work for credit within a reasonable period of time as set by the teacher and student.

An unexcused absence is any absence that does not fulfill the definition of excused and is not a suspension day. Students are entitled to make up missed work but will not receive credit for the work.

1. A maximum of nine (9) days absent will be allowed per semester class. These days include illness, funerals, extreme family emergencies, religious holidays, and legal business, which cannot be done after school hours. An extension of days may be granted only if the above-mentioned excuses extend beyond the nine (9) day allotment. All days must have a documented excuse for an extension to be considered.
2. A student exceeding nine (9) days absent in a class has violated the code of conduct and will lose credit for that class. Upon the 9th absence parents are strongly encouraged to contact their child's assistant principal and ask for an Attendance Appeal. This is the responsibility of the parent and/or student. If an Attendance Appeal is granted, a (Attendance Appeal) form must be filled out and signed by both the student and parent. Students auditing a class will be required to attend class each day and may continue working for credit pending the outcome of an appeal. Students placed on audit will be subject to all policies of the Code of Conduct.
3. If a student is absent, a phone call must be made to the attendance office (313) 827-1250 by a parent or guardian by the end of that school-day in order for the absence to be excused. Failure to call will result in the absence being treated as an unexcused absence.
4. There will be no difference between excused and unexcused absences as they relate to the nine (9) day total.
5. Any student reporting to school after 8:00 a.m. must report to the attendance office for a late pass. Students arriving after the first ten (10) minutes of the hour will be marked absent. This absence will be charged as one of the nine allowable days.
6. Within each class period, students arriving prior to the ten (10) minute tardy time frame will be marked tardy,

7. A student who is not maintaining attendance in at least four classes could be dropped from Allen Park High School for the remainder of the semester.
8. If a student wishes to appeal his or her loss of class credit due to attendance, a written request must be made to the Attendance Office within 48 hours of receiving the Attendance Appeal Request Form. The Appeal Committee will convene to review all appeals during the final two (2) weeks of both the first and second semester.
9. The Appeal Committee will consist of an administrator, counselor, the Individual teacher and when necessary a department head.
10. All administrative-approved school business activities that take students out of their class/school will not be considered an absence or tardy to be deducted from their nine (9) day absence allowance. These activities must be approved in advance.
11. Any student who needs to leave school because of illness or emergencies must report to the Attendance Office for permission to sign out. The Attendance Office will call home before the student is permitted to leave. Whenever a student signs out, those hours missed will be counted against the maximum of nine (9) allowed absences. Doctor and dentist appointments should be made after school hours.
12. Exceptions to these policies include: homebound students and extended hospital treatment (must be documented).
13. This policy will be reviewed annually and necessary adjustments will be made.

#### B. 3 and 4 Tardiness in the morning and to classes

1. A student shall be recorded tardy for failure to be in the assigned classroom when the tardy bell starts ringing.
2. When a student is more than ten (10) minutes late to a class, that class will count as an absence.
3. Upon receiving a 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> tardy to class, at the teacher's discretion, the student may be assigned a one (1) hour morning or afternoon detention.
4. Upon receiving a 7<sup>th</sup> and/or 8<sup>th</sup> tardy to class, students will be assigned a one day in school suspension.
5. When a student accumulates nine (9) or more tardies to class, the student will be referred to the Assistant Principal's office. Students will be assigned a one (1) day out-of-school suspension.

#### **ALLEN PARK HIGH SCHOOL – VACATION POLICY**

Vacation time during the school year is discouraged. However, if necessary, requests must be made at least one week prior to the first day of absence. A student may obtain a vacation request form in the main office. It requires that the student obtain teachers' signatures with the student's total number of absences to date in each class. The completed form should be returned to the attendance office before vacation departure.

- Assignments must be obtained prior to the first day of absence.
- All assignments are due the first day back to class.

- **IMPORTANT:** Vacation days factor into the 9-day maximum per semester. An audit begins on the 10<sup>th</sup> absence, with a possible loss of credit.

The parent must review and return the signed vacation request form to the Attendance Office. Failure to do so will result in “unexcused” absences.

## **ALLEN PARK HIGH SCHOOL – FOOD SERVICE LATE FEES**

The “MISTAR” Point of Sale System used in the District is designed to be a prepaid system where students deposit money into their MISTAR account to make purchases. There is a “no charging” policy at the High School Level. Students must have money in their account or cash in hand in order to purchase food or beverage items. Checks can be made payable to: “Allen Park Public Schools”, listing the student’s name and account number in the memo line of the check. It is District practice to charge a \$25.00 fee (subject to change) for any check returned by the bank as non-payable.

## **MIDDLE SCHOOL – ATTENDANCE**

1. After the first ten (10) absences in each semester (whether full or half-day), the parent/guardian will be contacted for an explanation of the absences.
2. After eighteen (18) total absences, a referral to the school counselors or school social worker will be made. Interventions may include:
  - a. student interview
  - b. parent contact
  - c. contact with liaison officer
  - d. filing a truancy complaint with appropriate authorities
3. After twenty-five (25) total absences, the principal, or his/her designee, will file a report with the Wayne County Prosecuting Attorney’s Office that will determine the most appropriate intervention. This may include:
  - a. student interview
  - b. parent contact or home visit
  - c. filing a truancy complaint with appropriate authorities

## **MIDDLE SCHOOL – TARDY PROCEDURES**

"Tardy" shall be defined as not being in the classroom before the scheduled start of class.

1. First thru the third tardy in a card marking, the teacher shall issue a tardy warning.
2. Fourth and fifth tardies in a card marking, the teacher shall write referrals. A one and half hour detention will be assigned for each tardy.
3. Sixth tardy in a card marking, the teacher shall write a referral and student will be assigned an out of school suspension. Additional tardies beyond six will be a one day out of school suspension for each additional tardy.

First hour tardies may be excused by a parent within 24 hours for the following reasons:

- a. illness
- b. professional appointments which cannot be scheduled outside the normal school day
- c. personal and/or other family problems

At the discretion of the APMS administration, tardy sweeps will be employed. During periods of tardy sweeps, tardy students will be assigned after school detention on the day of their infraction.

### **MIDDLE SCHOOL – FOOD SERVICE LATE FEES**

The “MISTAR” Point of Sale System used in the District is designed to be a prepaid system where students deposit money into their account to make purchases. There is a “no charging” policy at the Middle School. Students must have money in their account or cash in hand in order to purchase food or beverage items. Checks can be made payable to: “Allen Park Public Schools,” listing the student’s name and account number in the memo line of the check. It is District practice to charge a \$25.00 fee (subject to change) for any check returned by the bank as non-payable.

### **CLOSED CAMPUS - 6<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADES**

Sixth (6th) through twelfth 12<sup>th</sup> graders will not be permitted to leave the campus during the lunch periods. The school cafeteria offers a wide variety of food and has ample seating to facilitate the students. Violation of this policy will be considered as truancy and subject to the school disciplinary procedure.

### **STUDENT SIGN-OUT PROCEDURE**

#### **High School/Middle School**

The students are expected to remain in the school building during their scheduled classes. Students who have the need to leave the building during a class period or in between classes, due to illness or an appointment are required to report to the Attendance Office to sign out. Before the student will be excused, a parent will be contacted and informed of the student's desire to sign out. A student who leaves the building without signing out will be subject to the same penalties as truancy.

### **ELEMENTARY SCHOOLS – ABSENTEEISM PROCEDURE**

1. After the first ten (10) absences (whether full or half-day), the principal may contact the parent or guardian for an explanation of the absences.
2. After fifteen (15) absences, the principal will begin an investigation to determine the cause of the absences and a referral may be made to the school social worker. Intervention by the social worker may include:
  - a. parent contact
  - b. student interview
  - c. suggestions to encourage daily attendance.
3. After eighteen (18) absences, (approximately ten percent of the academic school year) the student is at a risk of retention. A formal meeting, including a parent or guardian, will be held to investigate the possibility of retention and to discuss the reasons for the absenteeism. (Notification of this meeting will be



sent registered mail.) A decision with regards to retention will be made prior to end of the fourth quarter

4. After twenty absences, a formal referral will be made to the Wayne County Prosecuting Attorney's Office.

**Please note the following:**

- The parents/guardians are responsible to provide documentation as to why his/her child was not in attendance.
- All written communications sent by school personnel with regards to absenteeism will be copied to the Wayne County Prosecutor.
- The following guidelines will be used to determine whether a student's absence is excused or unexcused:

<b><i>Excused</i></b>	<b><i>Unexcused</i></b>
<ul style="list-style-type: none"><li>• Sickness</li><li>• Doctor Appointment</li><li>• Travel</li><li>• Religious Holiday</li><li>• Extreme Family Emergency</li></ul>	<ul style="list-style-type: none"><li>• Too tired/ Overslept</li><li>• Needed at home</li><li>• Weather</li><li>• Missing the bus/ Other transportation problem</li><li>• Missing Immunizations</li><li>• Any other reason not specifically listed on the "excused" list</li></ul>

**ELEMENTARY SCHOOLS – EARLY DISMISSAL**

"Early Dismissal" shall be defined as being signed out up to thirty minutes before the end of the school day. Leaving prior to thirty minutes before the conclusion of the school day will constitute a half-day absence.

1. After seven (7) early dismissals, the principal may contact the parents or guardian for an explanation of the early dismissals.
2. After ten (10) early dismissals, the principal shall contact the parent or guardian to inform him/her that a referral to the school social worker will be made.
3. Interventions by the social worker may include:
  - a. parent contact
  - b. student interview
  - c. home visit
  - d. suggestions to encourage regular dismissal

**ELEMENTARY SCHOOLS – SIGN-OUT PROCEDURE**

Students are expected to remain in the school building all day. If it is necessary for a student to leave early, due to illness or an appointment, a parent, guardian or designee must report to the office. The parent, guardian or designee must sign the student out and provide the following information: relationship to student, name of student, time, and reason for leaving. Refer to the elementary absenteeism and early dismissal procedure for further information.

## **ELEMENTARY SCHOOLS – TARDY PROCEDURE**

"Tardy" shall be defined as arriving up to thirty minutes after the start of the school day. Any arrival more than thirty minutes after the start of school, but prior to noon, will constitute a half-day absence.

1. After ten (10) tardies, the building principal may contact the parent or guardian for an explanation of the tardies.
2. After twenty (20) tardies, the principal shall contact the parent or guardian to inform him/her that a referral to the school social worker will be made. Interventions by the social worker may include:
  - a. parent contact
  - b. student interview
  - c. home visit
  - d. suggestions may be provided to encourage promptness
3. After thirty tardies, a meeting with the principal, social worker and the parent/guardian will be held. The purpose of the meeting will be to develop an intervention plan.

## **ELEMENTARY SCHOOLS – FOOD SERVICE LATE FEES**

The "MISTAR" Point of Sale System used in the District is designed to be a prepaid system where students deposit money into their account to make purchases. If a student has a negative account balance, they will not be allowed to purchase snacks or extra items. If the negative balance reaches \$-10.00, that student will receive a salad and milk and their account will be charged \$1.50. This will remain in effect until the negative balance has been repaid or payment arrangements are made with the Food Service Office. Checks can be made payable to: "Allen Park Public Schools," listing the student's name and account number in the memo line of the check. It is District practice to charge a \$25.00 fee (subject to change) for any check returned by the bank as non-payable.

## **ALLEN PARK PUBLIC SCHOOLS DENIAL OF EDUCATION PARTICIPATION; DISCIPLINARY MEASURES**

The following are some examples of disciplinary action which may be used when a student's behavior interferes with the educational process or safe orderly conduct at school activities. Parents will be notified whenever any of the following disciplinary measures are used:

- a. removal from class
- b. closing of class
- c. detention
- d. Saturday detention
- e. in-school suspension
- f. suspension
- g. expulsion

The method of discipline used is at the discretion of school staff following guidelines of this Code. The type selected should be the most constructive possible for the circumstance. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment.

**EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.**

Students who have been suspended from school shall not be eligible to participate in or attend curricular or extracurricular activities during the time of their suspension unless the terms of their suspension allow otherwise.

After such denial of educational participation is made, every effort shall be exerted to determine and resolve the causes for such behavior which might lead to the student's reinstatement. These efforts may include psychological evaluation, social work, and/or counseling services when available and appropriate.

### **REMOVAL FROM CLASS**

A teacher may temporarily remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom. A teacher may also temporarily remove a student from class when the student has been defiant and/or disrespectful to the teacher. The teacher, as soon as possible or no later than the end of the school day, will report, in writing, to the administrator the circumstances leading to the student's removal from class.

### **SNAP SUSPENSIONS**

A teacher may in-house suspend a pupil for a class period or up to one full day if the teacher deems that the pupil's conduct in the classroom subject or activity would otherwise warrant the pupil's suspension. The Allen Park Board of Education defines the following types of conduct that apply: physically fighting; profanity/inappropriate use of language after repeated warnings; refusing to wear safety glasses or other required

attire despite teacher's request that the safety equipment must be worn; using a laser light without the teacher's permission; possessing, using or being under the influence of alcohol or a controlled substance; and/or having a dangerous weapon as defined by the Revised School Code.

The teacher procedures are as follows:

1. The teacher must provide a written report of the reasons for the suspension to the building principal.
2. The teacher must make a parent/guardian contact by phone or conference no later than the start of the following day.
3. A written report of the contact must be provided to the principal.
4. A record of the teacher-imposed suspension will be kept on file.

The principal may revoke, for just cause, an individual teacher's right to suspend students.

### **PROCEDURE – STUDENT SENT HOME**

If it is determined the student is to be sent home, the administrator shall 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 administrator cannot reach the parents or legal guardian, 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 (24) hours, a letter must be sent informing them of the school's action.

If it is determined that immediate removal of the student(s) is necessary to restore or maintain order, or to protect persons on the school grounds, the administrator may close the student's classes immediately.

In such cases the administrator is not required to conduct an investigation before closing classes but shall conduct an investigation and decide on formal disciplinary action as soon as possible, but not to exceed the end of the third school day following the closing of classes. Should investigation show that the student is free from any part of the alleged misconduct, the student shall be reinstated to classes and shall be allowed to make up his/her class work.

### **CLOSING OF CLASSES**

A class, or all classes, may be closed by the administrator for a definite period of time. If all classes are closed for a period of time beyond nine (9) days, the expulsion procedure, as incorporated in the Code of Conduct, must be followed.

### **PARENT CONFERENCE**

A class or all classes may be closed pending a parent conference in lieu of suspension, only if the following criteria are met:

- a. The student's records show regular patterns of truancy and/or tardiness, persistent disobedience, or gross misdemeanor.
- b. The administrator must ascertain that the above misbehavior can best be dealt with through a conference including the student, parent, or legal guardian, or other adult designated with authority over the student, and whatever staff would seem appropriate.

The conference should be as soon as can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of that conference, the student will be reinstated to the class or classes which have been closed, unless otherwise mutually agreed.

Should the parent, legal guardian, or other adult designated with authority over the student fail to appear for a conference within three (3) school days of the closing of the student's class or classes, the student shall be returned to class, and the school shall officially classify the action as a three-day suspension with appropriate notification sent to all persons concerned.

## **CORPORAL PUNISHMENT**

Section 1312 of the Revised School Code, MCL §380.1312, provides, in part, as follows:

1. As used in this section, "Corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
2. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
3. A person employed by or engaged as a volunteer or contractor by a local or immediate school board or public school academy shall not inflict or cause to be inflicted, corporal punishment upon any pupil under any circumstances.
4. A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary for one or more of the following:
  - a. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
  - b. For self-defense or the defense of another.
  - c. To prevent a pupil from inflicting harm on himself or herself.
  - d. To quell a disturbance that threatens physical injury to any person.
  - e. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
  - f. To protect property. MCL § 380.1312

## **DETENTION**

As an alternative disciplinary method, the teacher or administrator may assign a detention. Such a detention shall meet before or after regular school hours and shall serve as an alternative to suspension for students involved in minor disciplinary infractions.

## **SUSPENSION**

### *Out-of-school Suspension*

A student may be assigned an out-of-school suspension for a definite period of time by an administrator for violations of the Code of Conduct.

Any violations of federal, state and/or local laws will be promptly reported to the appropriate law enforcement agency.

Suspensions may be short or long term. The length of the suspension will be related to the seriousness of the offense and the frequency of the offense. The length of the suspension will be determined by the building principal or his/her designee.

### *In-school Suspension – Middle School*

A student may be assigned to the in-school suspension room for a definite period of time by an administrator for infractions to the Code of Conduct.

Students successfully serving time in the in-school suspension room will not be charged with an absence for classes.

The following general rules, while not all inclusive, will govern the behavior of the students assigned to the room.

### *In-School Suspension Room Rules and Regulations*

1. All school rules will apply to students in the in-school suspension room.
2. Students will be allowed to leave the room only when accompanied by the supervisor, or for emergency purposes.
3. Students will bring work and necessary materials (books, pencil/pen, etc.) with them to the room and be given an assignment by the supervisor.
4. Students will be assigned a given seat for the day; talking or sleeping will not be tolerated.
5. Students not conforming with these rules and regulations will be assigned their suspension out of school.

After a student accumulates nine (9) days of in-school (repeated) suspensions, the in-school suspension room will be closed to this student and all subsequent suspensions will be served at home.

### *In-school Suspension – High School*

For attendance purposes, the student who attends, the I.S.S. class is not marked "absent" from school. Academically, this option allows the student to continue to receive full credit for all class work completed as assigned by their regular academic teachers. I.S.S. students are also allowed the opportunity to continue to participate in extra-curricular activities. (This is solely the decision of the specific extra-curricular activity's faculty sponsor or coach.)

Students who attend the in-school suspension class receive a detailed orientation that stresses how important it is for them to “start and finish” the I.S.S. assignment by staying on-task and following all rules throughout the entire suspension period. These requirements are clearly and communicated and enforced at all times for all students.

Students who do not complete their I.S.S. assignment (removed by supervisor) will be reassigned the original I.S.S. and given a second I.S.S. suspension. When their time is completed in a successful manner he/she will return back to their regular schedule classes.

Administration reserves the right to assign a 3-5 day O.S.S. (Out of School Suspension) for continued disruptive or insubordinate behavior during the I.S.S. suspension.

If the student is absent from their scheduled I.S.S. day, he/she will be rescheduled and expected to serve their referral.

To successfully complete the I.S.S. program, students must complete a thoughtfully well written Self Reflection Worksheet that will be turned in to the I.S.S. supervisor.

Once a student is assigned to in-school suspension, the student’s individual academic teachers are notified. Upon this notification, these teachers assemble and send the appropriate assignments, books, and/or materials for their I.S.S. students to be the in-school suspension teacher or classroom. Students are expected and required to stay on-task on these assignments at all times. It is the responsibility of the I.S.S. student to complete and return all assignments to their academic teachers for assessment. The student will receive an initial grade of “I” for any assignment not returned as required. The grade of “I” will be changed to a “0” by the academic teacher if the assignments are not completed.

Tardiness is not permitted in I.S.S. Students must report to the I.S.S. room before 7:45 a.m. with all textbooks, materials, and supplies.

### ISS Rules

Students are required to stay on task and to follow all rules.

All assignments must be completed.

Self Reflection worksheet must be completed and turned in to the supervisor

No skipping or unexcused absence

No unexcused tardiness

No talking

No sleeping

No off-task behavior

No inappropriate or disruptive behavior

No dress code violations

No cell phones or other electronic devices

No magazines, newspapers, or books (class work only)

No drawing or coloring pictures (class work only)

Eating will only be allowed during the scheduled lunch break

All school rules are in full effect

If a student can demonstrate the completion of all classroom work, they may select a book from our provided library collection.

## **STUDENT DUE PROCESS**

Students shall have the following rights to due process with respect to short-term suspension, long-term suspension, and expulsion.

### **Short-term Suspension**

Short-term suspension is a temporary exclusion from school, and any school-related extracurricular activities, for up to and including ten (10) school days. This supersedes the athletic and extracurricular codes. The building principal and/or his/her designee has the authority to suspend a student for a period of time up to and including five (5) school days. The building principal alone has the authority to suspend a student for more than five (5) school days.

No short-term suspension shall be imposed upon a student without giving the student notice of the charges and affording the student an informal hearing. The notice to the student may be oral or written and the informal hearing may be held immediately. The hearing may be conducted informally but shall include the following procedural due process requirements:

- a. The right of the student to be present at an informal hearing.
- b. The right of the student to be informed of the charges.
- c. If the student denies the charges, he or she also has the right to an explanation of the evidence supporting the charges.
- d. The right of the student to present his/her side of the story in defense of the charges or accusations.

Except in extenuating circumstances, no out-of-school suspension shall be initiated without prior parent/guardian notification. Oral or written notice of any short-term suspension and the reasons for the suspension shall be given to the parent or guardian of the student within twenty-four (24) hours after the suspension has been imposed.

### *Middle School Process*

If a student or a parent or guardian is aggrieved at the issuance of a short-term suspension by the building principal and/or his/her designee, there shall be the right to appeal the short-term suspension to the building principal. This appeal may be conducted informally and shall follow the same procedural due process requirements described above in conjunction with the initial informal hearing. The right to modify any short-term suspension is exclusively within the discretion of the building principal, and no further appeal is permitted from the final decision of the building principal.



## *High School Process*

If a student or parent/guardian is aggrieved at the issuance of a short-term suspension by the building principal and/or his/her designee, there shall be the right to appeal the short-term suspension to the building principal by doing the following:

1. A request for an appeal of a short-term suspension shall be made within three (3) days of the date the disciplinary action was taken. This appeal must be made in writing stating the adjustments being requested and the reasons thereof. This appeal shall be directed to the building principal who will conduct the review of the suspension.
2. On the basis of the review of the appeal, the building principal will notify the student and his/her parent(s)/guardian in writing of his/her decision to uphold, modify or reverse the suspension.
3. The decision to keep the suspension in effect or not (pending the written appeal) depends upon the severity of the infraction and will be the principal's decision.
4. The right to modify any short-term suspension is exclusively within the discretion of the building principal, and no further appeal is permitted from the final decision of the building principal.

### **Long-term Suspension**

Long-term suspension is the exclusion from school, and any school-related activities, for a definite period of time in excess of ten (10) school days. A student may be suspended temporarily pending the Building Administrator's investigation into the alleged misconduct and pending any recommendation in writing that the student be suspended on a long-term basis.

A written notice of recommendation for a long-term suspension and the charges upon which the recommendation is based shall be mailed to the student and/or to the parent or guardian. A notice of recommendation for long-term suspension shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than ten (10) school days after the date of notice. The notice shall be accompanied by a copy of the Board of Education Policy No. 8350 and Administrative Regulation No. 8350-R.

A formal hearing shall be conducted by the Superintendent or his/her designee, and in accordance with Administrative Regulation 8350-R. Upon the conclusion of a formal hearing which results in a long-term suspension, a student or parent or guardian aggrieved at the issuance of a long-term suspension may appeal this suspension to the Board, or its designated hearing officer or officers, in accordance with Board of Education Policy No. 8350 and Administrative Regulation No. 8350-R.

## **Re-admission Procedures After Suspension**

Any student suspended for five (5) days or longer is required to meet with the administrator who assigned the suspension prior to returning to classes. This meeting will be termed as a re-admission meeting. The purpose of this meeting is to help the student make a smooth transition back into classes.

## **EXPULSION**

Expulsion is the permanent exclusion from school and any school-related activities. A student may be suspended temporarily, pending the Building Administrator's investigation into the alleged misconduct and pending any recommendation in writing that the student be expelled.

A written notice of recommendation for expulsion and the charges upon which the recommendation is based shall be mailed to the student and/or to the parent or guardian. A notice of recommendation for expulsion shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than ten (10) school days after the date of notice. The notice shall be accompanied by a copy of the Board of Education Policy No. 8350 and Administrative Regulation No. 8350-R.

The formal hearing shall be conducted by the Superintendent or his/her designee, and in accordance with Administrative Regulation 8350-R. Upon conclusion of a formal hearing which results in expulsion, a student or parent or guardian aggrieved at the issuance of an expulsion may appeal the expulsion to the Board, or its designated hearing officer or officers, in accordance with Board of Education Policy No. 8350 and Administrative Regulation No. 8350-R.

## **SUSPENSION/EXPULSION OF DISABLED STUDENTS**

A disabled student may be suspended/expelled from school in accordance with District procedures to the extent that it does not constitute a change in the student's placement, or, if a change in placement, to the extent that the act of misconduct is not a manifestation of the student's disability. A change in placement is defined as a single suspension in excess of ten (10) consecutive days or multiple suspensions exceeding ten (10) days in accumulation and constituting a pattern. Procedures for suspension/expulsion of special education students which constitutes a change in placement will be in accordance with the state and federal special education laws.

## **GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE II OF THE AMERICANS WITH DISABILITIES ACT, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF [THE EDUCATION AMENDMENT ACT] OF 1972, AND [THE AGE ACT OF] 1975**

### **Section I**

Student referrals under Section 504 will be sent to the appropriate Building Intervention Team for identification, review, evaluation, and plan for service, if eligible. Any person believing that the Allen Park Public Schools or any part of the school organization had inadequately applied the principles and/or regulations of Section 504 of the

Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Section 504 Coordinator at the following address:

Dr. Mathew Sokol, Director of Special Education, Allen Park Middle School  
9601 Vine  
Allen Park, Michigan 48101  
(313) 827-2124

If any person believes that the Allen Park Public Schools, or any part or the school organization, including an employee, the Superintendent, or any member of the Board of Education has discriminated against him or her on the basis of sex, or has otherwise inadequately applied the principles and/or regulations of (1) Title II of the Americans With Disabilities Act, (2) Title VI of the Civil Rights Act of 1964, [Title IX of the Education Amendment Act of 1972, and/or (4) the Age Act of 1975,] that person may bring forward a complaint which shall be referred to as a grievance, to the Local Civil Rights Coordinator at the following address:

Mrs. Karen Moran, Assistant Principal, Allen Park High School  
18401 Champaign  
Allen Park, Michigan 48101  
(313) 827-1200

## Section II

The person who believes they have a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. That person may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2: If the complainant wishes to appeal the decision of the local Coordinator, that person may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, that person may appeal through a signed, written statement to the Board of Education within five (5) business days of receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4: If the Complainant is not satisfied with the Board's disposition of the complaint, the person may file any complaint (whether it be under Section 504, Title II, or Title IX)

with the U.S. Department of Education, Office of Civil Rights at the address and telephone numbers listed below. Any aggrieved person may at any time submit inquiries or complaints to the Office of Civil Rights: invocation of the School District's Grievance Procedure is not a prerequisite to contacting the Office of Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
330 C. Street, S.W.  
Washington, D.C. 20202  
1-800-421-3481 OR 202-205-5413  
TTY: 877-521-2172

The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

### **TOBACCO, ALCOHOL, INHALANTS, PERFORMANCE-ENHANCING SUBSTANCE AND OTHER DRUGS**

It is the strict policy of the Board of Education to prohibit the use, possession, and distribution by all students, staff and other personnel of tobacco, alcohol, inhalants, performance-enhancing substances and other illegal drugs at any attendance center, on school grounds, or at any school-sponsored events (see Board of Education Policies 8220 and 8230). Each and every incident will result in disciplinary action up to and including expulsion from school. In addition, the Allen Park Police Department will be contacted in every case. The School District will fully cooperate with municipal authorities to prosecute persons charged with civil infractions in connection with these restrictions.

The use of tobacco has been proven harmful to health and may constitute a fire and safety hazard. The school district has a responsibility to encourage good health habits among all students and to protect against fire damage. Accordingly, appropriate instruction will be given regarding the harmful effects of smoking, and the use, possession, or distribution of tobacco products by students at any attendance center, school building, school grounds, or at any school-related event shall constitute an offense for which students shall be subject to the discipline further described in this Code of Conduct.

The use of alcohol and drugs by students in school and at school-related functions is not only illegal but detrimental to the educational process. It is also recognized that alcohol and drug dependency is a medical problem and a treatable disease. Accordingly, appropriate instruction will be given regarding the harmful effects of alcohol and other illegal drugs, and the use, possession, or distribution of alcohol or other illegal drugs at any attendance center, school building, school grounds, or at any school-related event shall constitute an offense for which students shall be subject to the discipline further described in this Code of Conduct.

Beyond the punitive measures, the Code also intends to help parents and students assess the nature and extent of the problem behavior and seek appropriate intervention when warranted. The Student Assistance Program Coordinator may provide resources, referrals, and interventions as needed.

## **TRANSPORTATION**

### *School Bus Code of Conduct*

The privilege of riding a school bus is directly dependent on the behavior of the bus rider. The following guidelines are established for the bus rider, the bus driver, the principal, and the parent:

### *Infractions of Bus and/or Bus Stop Conduct*

1. improper boarding/departing procedures
2. bringing articles aboard bus of injurious or objectionable nature
3. failure to remain seated or switching seats
4. refusing to obey driver
5. fighting/pushing/tripping
6. hanging out of window
7. throwing objects in or out of bus
8. lighting matches/smoking on bus
9. tampering with bus equipment
10. rude, discourteous, annoying conduct
11. destruction of property
12. other behavior relating to safety, well-being, and respect for others
13. spitting/littering
14. unnecessary noise
15. eating or drinking on school bus

**SEVERE STUDENT ACTION THAT AFFECTS THE HEALTH OR SAFETY OF THE STUDENTS ON THE BUS MAY CAUSE IMMEDIATE BUS SUSPENSION AND/OR SCHOOL SUSPENSION BY THE PRINCIPAL. ALL CODE OF CONDUCT RULES APPLY TO ALL STUDENTS TO AND FROM SCHOOL OR SCHOOL RELATED EVENTS WHILE RIDING THE BUS.**

The following disciplinary action will be taken for those students violating the above school bus rules:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Warning and/or up to three days off the bus; parents must provide transportation                                  |
| 2 <sup>nd</sup> Offense | Three (3) days off the bus; parents must provide transportation   |
| 3 <sup>rd</sup> Offense | Five (5) days off the bus before child can ride bus again; parents must provide transportation in interim         |
| 4 <sup>th</sup> Offense | Ten (10) days off the bus or remainder of card marking, whichever is greater; parents must provide transportation |
| 5 <sup>th</sup> Offense | Child does not ride bus for the remainder of the year; parents must provide transportation                        |

## **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices is an electronic device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. Devices include, but not limited to, cellular phones, smart phones, music and media players, tablets, e-readers, and laptop computers.

The “use” of personal electronic devices is subject to the rules of the individual school and classroom teacher. Inappropriate behavior by a student, using a personal electronic device, is subject to the provisions of the Code of Conduct.

The student who possesses a personal electronic device on school property shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or personal electronic devices brought onto its property. MCL §§ 380.1303

## **COMPUTER NETWORK, INTERNET AND TECHNOLOGY ACCEPTABLE USE**

Privileges for users: Faculty, Staff, Students, Board Members and all other Employees.

These privileges will be revoked at any time and disciplinary action may be taken if anyone is found to be using any technology contrary to the guidelines outlined in this document. Computers, network equipment and related hardware, and district technology are considered an extension of school property and the Code of Conduct applies. Allen Park Public Schools reserves the right to check, search, and/or examine district/personal computers and all other technological equipment and/or storage media. Misuse will be reported to the school principal, direct supervisor or Superintendent for disciplinary actions and referral to civil authorities when appropriate.

Access to the district network, Internet and other district technology is a user's privilege to be used to facilitate diversity and personal growth in technology skills, information gathering skills, and communication skills within the educational objectives of the Allen Park Public Schools' curriculum.

Users have the privilege of using some of the following methods of retrieving information: World Wide Web Browser (WWW), file transfer protocol (FTP), telnet, electronic mail (e-mail) and other Internet-based protocols in compliance with the Allen Park Code of Conduct. Users will observe copyright and other laws while on-line and when using software, images and text.

The above policy includes, but is not limited to, the below responsibilities for each user:

1. To adhere to the Allen Park Code of Conduct guidelines.
2. To use the computer, telephone and Internet access only as an educational resource.

3. To accept the responsibility for all material sent, received, created, printed or stored.
4. To monitor all material received electronically.
5. To not engage in cyber bullying. Cyber bullying is the misuse of technology in intimidating, threatening or harassing another person through the use of e-mail, instant messaging, blogging, text messaging, digital pictures, video or another electronic means.
6. To practice good judgment and appropriate language usage in compliance with the Allen Park Code of Conduct when sending and receiving information.
7. To ensure any information received does not contain pornographic material or other inappropriate information.
8. To not distribute or reproduce chain-mail, advertisements or other non-educational materials.
9. To ensure the validity of information before passing it along.
10. To immediately report any instances of pornographic material, inappropriate information, or files that are potentially dangerous to Allen Park Public Schools: this includes, but is not limited to, the network, computers, data files, programs, people and school property.
11. To not download, upload, copy, send or receive any copyrighted software.
12. To not download, upload, send, or receive pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
13. To not breach Allen Park Public School's Internet filtering systems. (Any breach of Internet filtering system by a student or students will be cause for disciplinary measures at least to include notification of parent(s) and loss of District Internet access privileges for a specified amount of time determined by the administrator in charge. Before reinstatement of Internet privileges, a parent conference must be held.)
14. To not breach Allen Park Public School's Internet filtering systems. (Any breach of Internet filtering system by a district employee(s) will be reported to the school principal and/or appropriate District administrator.
15. To report all violations of system security either observed or detected.
16. To not download, install (including all instant messaging) or delete software without permission from the individuals designated by the Superintendent.
17. To properly use copyrighted software, images or text from diskette, CD-ROM, the Internet or other sources.
18. To keep passwords private and to not provide passwords for others knowledge and/or use.
19. Remote networks can tell connections and/or e-mail is originating at Allen Park Public Schools and users will represent the District accordingly.
20. Data files, documents, digital images, e-mail and voicemail that reside on the network, computers and other district equipment are the property of Allen Park Public Schools and individuals designated by the Superintendent have the authority to search, access and delete information electronically.
21. Digital photo images of students will be published unless a parent submits written notice to the school.

## **SEXUAL HARASSMENT**

The Allen Park Public Schools is committed to providing a learning and working environment that is respectful of human dignity, including one that is free of sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other sexually derogatory or objectionable conduct, is offensive behavior which will not be tolerated. It is, therefore, the policy of the School District to prohibit sexual harassment by any of its board members, staff members, other personnel, or students directed toward any other board members, staff members, other personnel, or students.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Michigan's Elliot-Larsen Civil Rights Act, and may also violate Title IX of the Education Amendments of 1972. It is also against the policies of the School District for any board member, staff member, other personnel, or student, male or female, to sexually harass another board member, staff member, other personnel, or student, by:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature, during the course of employment or school program or the making of same as a condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- B. Making submission to or rejections of such conduct the basis for employment or school-based decisions affecting the employee *or* student; or
- C. Creating a sexually intimidating, hostile or offensive working and learning environment, which would adversely affect either the work performance or psychological well-being of a reasonable man or woman in the complainant's situation.

Due to the serious nature of a charge of sexual harassment, the School District believes it is also important to understand what does not constitute this offense. Sexual harassment does not refer to compliments passing between individuals of a socially acceptable nature nor does it refer to welcome or consensual social interchanges. Rather, it refers to verbal or non-verbal behavior or physical contact that is of a sexual nature and unwelcome to the person who is the subject of the behavior. Conduct constituting sexual harassment may take different forms including, but not limited to, the following:

- A. Verbal: the making of sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions. This may occur in either an oral or written form.
- B. Non-Verbal: causing the placement of sexually suggestive objects, pictures or graphic commentaries in the work or learning environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- C. Physical Contact: threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, brushing the body or coerced sexual intercourse.

Any student who feels that he or she is being sexually harassed by any other student, students, or any other person shall report the incident(s) of sexual harassment to their parents or legal guardians, and to any teacher, counselor, school psychologist, school



social worker, or building administrator with whom the student is comfortable. The School District employee will report any complaint of sexual harassment to an appropriate administrator and the Local Civil Rights Coordinator identified above on Page 24 for investigation and resolution of the complaint as set forth therein.

If it is determined that any student has committed any acts of sexual harassment, that student shall be subject to disciplinary action including suspension up to expulsion, based upon the severity and/or frequency of the offense(s). Such disciplinary action will be taken in accordance with the due process and appeal rights contained in this Code of Conduct.

If it is determined that any employee, administrator, or Board member has committed any acts of sexual harassment, prompt and appropriate disciplinary action will be taken, including and up to reprimand, suspension, discharge and removal, based upon the severity and/or frequency of the offense(s).

### **BULLYING/CYBERBULLYING**

Bullying of a student at school is strictly prohibited. "Bullying" shall be defined (Allen Park Board Policy 8260) and "Cyberbullying" as:

Any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

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

### **HAZING**

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

Hazing is defined as any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright,

humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by school personnel of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported to the Superintendent by the building Principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

## **VIOLENT/AGGRESSIVE BEHAVIOR**

It is the strict policy of the Board of Education to provide a safe and orderly environment for its students and staff, including one that is free of violence, assaultive behavior, **and** any threats of same. Such acts will not be tolerated or ignored by the School District. Violent behavior occurs when anyone inflicts or threatens to inflict physical or emotional harm upon another person, including threats made through written or verbal electronic communication such as social media.

An assault, by legal definition, is defined as the act or acts in attempting to intentionally place another person in reasonable fear of physical or emotional harm. Battery is defined as the unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.

Commission of an assault and/or battery shall apply to any person on school property, when going to or from school, during the school day or attending any school-sponsored event, and shall constitute an offense for which students shall be subject to discipline further described in the Code of Conduct, specifically three (3) days suspension up to expulsion, based upon the severity and frequency of the offense(s).

Aggravating circumstances may include but are not limited to:

- a. infliction of serious injury
- b. use of any weapon, or object used as a weapon
- c. multiple assailants

Assaultive behavior with aggravating circumstances shall result in expulsion and referral to police.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **STUDENTS**

#### *Cumulative Records*

##### Section 1. Classification and Maintenance of Records

Information about students that is collected and stored by school personnel shall be separated into one of the following three classifications:

- A. ADMINISTRATIVE RECORDS ~ This classification includes official administrative records that constitute the minimal personal data necessary for operating the education system. It includes birth date, sex, race, names, address, and places of employment of parents, academic work completed, grades, attendance records, withdrawal and re-entry records, honors, and activities, date of graduation, class rank, and follow-up records.
- B. SUPPLEMENTARY RECORDS ~ This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes:
- test data such as scores on standardized achievement, aptitude, and intelligence tests
  - observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets, clinical findings, and verified reports of serious or recurrent deviant behavior patterns
  - general data such as health data; family background information, and educational and vocational plans
- C. TENTATIVE RECORDS ~ This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in on-going counseling or disciplinary actions.

Administrative records shall be permanent and maintained by the school for an indefinite period. When the student graduates, supplementary records shall be destroyed or shall be transferred to the administrative records if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended. However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

To eliminate unnecessary or outdated information, a student's records shall be reviewed, at a minimum, when moving from elementary level to middle school and from middle school to high school, and upon graduation.

#### Section 2. Procedure

The principal shall have the overall responsibility for maintaining and preserving the confidentiality of student records. The principal may designate another school official to perform these duties.

The principal or designee is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. The principal is responsible for reviewing the files and deleting supplementary and tentative records when necessary.

### **RIGHTS TO ACCESS AND PRIVACY OF RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and

challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent or notification of the student or of the parent or guardian of a student under 18, except for teachers and officials of this School District who have a federal request for submission of student records in connection with the student's application for financial aid, and as otherwise provided by law and/or regulation. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other release of student's records, parental or student consent is needed unless otherwise provided by law and/or regulation.

### *STUDENT RECORDS*

The following school officials are responsible for keeping student records:

Principals, Allen Park High School, 18401 Champaign  
Directors, Allen Park Community School, 14700 Moore  
Principals, Allen Park Middle School, 8401 Vine  
Principal, Arno Elementary, 7500 Fox  
Principal, Bennie Elementary, 17401 Champaign  
Principal, Lindemann Elementary, 9201 Carter

"Directory-type" information defined to include a student name, address, telephone number, date of birth, major field of study, participation in school activities, dates of attendance, honors and awards, and other similar information shall be released to public newspapers, school paper, newsletter, and announcements.

Any parent or student objecting to the release of such information shall notify school authorities of this objection, in which case the information relating to that person will not be made public.

The Allen Park Board of Education publishes the above-mentioned information in the local newspaper, school newsletter, and student handbooks each school year.

## **CONFIDENTIALITY -- STUDENTS**

### *Dissemination of Student Records*

#### **STUDENT AND PARENTAL ACCESS**

Any student 18 years of age or older attending school, or any parent of a student who is under 18 and attending school, may examine the official records, files, and data of the school directly relating to the student. The parent of a student 18 or older does not have the right to examine the student's files without the student's consent. The term "parent" includes guardian. The official records, files, and data which are accessible to a student or parent include all matter in the student's cumulative record and include, but are not limited to, the following:

- identifying data
- academic work completed

- level of achievement (grades, standardized achievement test scores)
- attendance data
- scores on standardized intelligence, aptitude, and psychological tests
- interest inventory results
- health data
- family background information
- teacher and/or counselor ratings and observations
- verified reports of serious or recurrent behavior patterns

Notes or observations made concerning a student by an individual teacher, counselor, or administrator which are not communicated to other persons are not considered part of the official records, files, and data which must be made available. If a student's official record includes data on another student, a person entitled to examine the record should receive or be informed of only that part of the record pertaining to the individual or the child or the individual entitled to access. Information regarding other identifiable students should be excluded.

### Section 3. Third Party Access

Without the consent of an adult student, or of the parents if the student is under 18, no school may divulge records or personal information contained in them to anyone except:

1. teachers or school officials within the District who have legitimate educational interest in looking at the records
2. official of a school or system in which the student intends to enroll if:
  - a. the student or parents are notified
  - b. the student or parents are allowed a copy of the transmitted material, if desired
  - c. the student or parents are given an opportunity for a hearing to challenge the contents of the transmitted material
3. in compliance with a judicial order or lawfully issued subpoena, if the student or parents are notified of such an order or lawfully issued subpoena in advance of compliance
4. when a student applies for financial aid, the Secretary of Education or an administrative head of a federal education agency may request the student's records be sent to the Secretary, such as administration head, or a third person. In this instance, records may be transmitted with the consent or notification of the student or parents (examples of administrative heads of a federal education agency are the Commissioner of Education, Director of the National Institute of Education, and the Director of the National Center for Educational Statistics). If the request for access by the Secretary of such an administrative head is made not in connection with an application for financial aid, the Secretary or such an administrative head is authorized only to request data or personal records which do not contain the names of students or their parents.
5. other individuals, agencies, or organizations authorized by the Family Educational Rights and Privacy Act as amended from time to time to receive records and information contained therein without consent but only upon conditions set forth in the act.

A record will be made of all requests for access to student records except requests made pursuant to paragraph one above.

The request for access forms shall be executed and filed except in the five numbered items above.

#### *Access To Student Records, File, and Data*

1. A written request for access to records must be made to the principal of the building or the Superintendent. The request must specify with clarity which records or what data is requested.
2. If made by a student 18 years of age or older, or by the parents of a student under 18, the request shall be granted within ten (10) days, if possible, but in no event longer than forty-five (45) days after the request is made.
3. Examination of records shall only be made during the regular office hours of the school building in which the records are retained; records shall be reviewed in a place designated by the principal or Superintendent and shall be reviewed in the presence of the principal or his/her designee.
4. In general, parents or students bear the responsibility for providing consent for a third party who wishes access to records.
5. The School District has no obligation to provide free services such as copying and mailing. Actual costs of such services may be charged. However, no "record fee" shall prevent access by a student or parent who is financially unable to pay such a fee.

All request and consent forms for examination and/or transfer of records shall become a permanent part of the student's records.

#### *Hearing Procedure*

##### **CHALLENGES AND HEARINGS**

A student 18 years of age or older, or the parent of a student under 18, may challenge the content of applicable school records on the grounds that it is inaccurate, misleading, or otherwise inappropriate. If desired by the student or parent, a hearing shall be conducted to provide an opportunity for the correction or deletion of contents.

- a. A written request must be made for a hearing. This request shall initially be made to the principal of the building.
- b. A hearing shall be conducted by the building principal within thirty (30) days of receipt of the request with allowance for representation of all parties by an attorney or a layman, the presentation of evidence, and cross-examination at the hearing (a written record of the hearing shall be made).
- c. This process (items 1 and 2) can be repeated with the Superintendent of Schools (the initial request can be eliminated and can be passed on to the Superintendent if the Superintendent feels it is warranted).
- d. A final appeal process can be made to the Board of Education after a hearing with the Superintendent.

In all of the above instances, the hearing shall be private in order to protect the confidentiality of the student's records.

The total time limit following receipt of the written request to the initial day of the board hearing shall not exceed forty-five (45) days.

## **MEDICATIONS**

### *Medication Given by Staff to Student*

No medication is to be given to any student by an employee unless policy and regulations are followed.

The administration of prescribed medication and/or certain physician prescribed procedures to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or procedures were not made available during school hours.

A school administrator, teacher, or other school employee designated by the school administrator may administer prescription medication and/or certain physician-prescribed procedures to students upon the written request of parents or guardians, along with instructions from the attending physician, and in accordance with administrative regulations established by the Superintendent.

The form entitled, "Permission to Administer Medication," must be completed prior to the administration of any medication or treatment.

Staff must administer medication in the presence of another adult in order to benefit from MCL §380.1178 that holds harmless from criminal or civil action an employee who properly administers such medication.

### *Student Self-Administered Medication*

State law permits students to physically possess inhalers and EpiPens prescribed by their physicians. However, the Permission to Administer Medication form must be completed prior to the use of these medications.

At the elementary level, students are permitted to possess only EpiPens and/or inhalers. All other prescriptions and non-prescription medication are dispensed through the principal's office in accordance with the administrative regulations accompanying this policy.

At the middle school level, students may possess EpiPens and/or inhalers as well administer appropriate non-prescription medications provided by their parents for the students' personal use. However, all prescription medication must be administered in the appropriate school office, utilizing district procedures outlined in the administrative regulations accompanying this policy.

At the high school level, students may possess EpiPens and/or inhalers as well as administer prescribed dosages of prescription and non-prescription medication authorized by their parents or their physician for the personal use of the student.

Verification of authorization may be requested when there is a question about the use of a particular medication.

Unauthorized use of prescription or non-prescription medication may place the student in jeopardy of violating the District's policy against substance abuse.

Exceptions to this policy may be made by the Superintendent after discussion with the student's parent(s) or guardian(s) and appropriate administrative personnel.

### *Use of Medications*

No medication is to be given to any student except under the following conditions:

- A. Medications which must be taken by pupils at school requires a written request from the parent(s) or guardian(s) together with a written set of instructions from the physician prescribing the medicine. The child's name, the doctor's name, the name of the expected duration of the treatment, possible side effects, and special instructions, shall be listed clearly by the doctor on the Permission to Administer Medication form. This request is to be kept on file in the school office.
- B. The container must be labeled with the child's name, the doctor's name, the name of the medicine, dosage, and frequency of administering the medication. All medications will be dispensed through the school office except those outlined in the Policy.
- C. Medication may be given by either a school administrator, teacher, or other school employee designated by the school administrator and must be administered in the presence of another adult. The person administering the medication must verify the identity of the student and match the medication being dispensed.
- D. Prescription medications for the elementary and middle school students must be brought to the school by the parent in order for proper procedures to be established.
- E. Students at all levels who carry EpiPens and inhalers must have that fact indicated on the Student Emergency Card.
- F. If there is a question regarding the legitimacy of a particular medication, the principal or designee shall investigate. Guidance from the parent(s) or guardian(s) and/or physician is mandatory.
- G. Parent(s) or guardian(s) must be informed that it is their responsibility to notify the school of any changes in the medication status of their children.
- H. Questions or concerns regarding implementation of this policy must be submitted to the principal or superintendent as appropriate.

### *The Storage of Medicine*

Prescribed, medicinal preparations (with the exceptions of EpiPens and inhalers carried by the student) shall be stored in a securely locked, designated location at all times; the principal shall be responsible for designating such location. Each principal or authorized person shall store the identified supply of prescribed medication.

The following guidelines shall be applicable for the storage of medicines:

- Internal medication shall not be stored in any school unless it has been currently prescribed.



- Unused medication shall be returned to the parent or responsible guardian within one week. If such a return is not possible, the principal or authorized person shall dispose of such medication and duly record the action.
- The principal or authorized person shall make recommendations, whenever possible, to the parent concerning the safe storage of medication in the home.

### *Legal Records*

In each school wherein any medicinal preparations are administered, the principal or authorized person shall keep a record book with consecutively numbered pages in which shall be recorded in ink the administration of medicinal preparations.

The following guidelines shall be applicable to such record keeping:

- The record book, as a legal record, shall be kept in a secure place, preferably under lock with the medications.
- All entries must be in ink and in sequential order.
- If the student refuses to take the medicine, or it is not administered as prescribed, a notation should be recorded and the parent notified.
- If an error is made when recording, a pen line should be drawn through the entry and the correct data should be recorded on the next line and signed.
- The written order of the physician and the written authorization of the parent or responsible guardian shall be filed with the student's cumulative health record and retained for a minimum of three years.
- An appropriate summary for each medication shall be completed at least once every school year and shall be included as part of the student's health record.

## **RETENTION POLICIES**

### *Grades Kindergarten through 12*

The Board of Education recognizes the need for students to progress through school demonstrating the satisfactory completion of the required work as preparation for the next higher grade. However, because of individual differences in all children, children may be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

Any student receiving a D, E, or U grade at the midpoint of a marking period shall have a progress report sent to his/her home to inform the parents. A progress report should also be sent home at this time if a student's grade is dropping by two or more grades (i.e., from A to C).

### *Criteria For Retention*

The following areas must be considered:

- a. academic skills
- b. emotional development
- c. social skills
- d. chronological age
- e. size and physical development
- f. attitudes and reaction of student and parent

Quantifying specific standards to be applicable to elementary students is most difficult. The evaluation of students remains with the professional judgment and discretion of the child's teacher and building administrator.

#### *Allen Park Middle School*

- At the end of the first semester, all students who appear headed for possible retention will be called in to their counselor and the possible consequences will be explained. A letter will be sent to the parents, and they will be contacted by phone.
- At the end of the third marking period, all students who appear headed for possible retention will be called in to their counselor to set up a meeting with student, counselor, principal, and parents. A letter will be sent to parents after the meeting to remind them of what happened at the meeting.
- When the final grades are turned in, the potential retentions will be checked, and the parents will be notified immediately.
- The three steps listed above will be followed so that parents of students who may be retained are kept up to date. Parents of retained students will be notified by the counselor or the principal as soon as final grades are available.
- A parent may appeal their child's retention by making a written request to the principal.

#### *Elementary School*

##### Procedure for Retention

- At the end of the second card marking, all parents of students who appear headed for possible retention will be called in to meet with the teacher and the possible consequences will be explained. Parents could be notified at a later date if the student is failing to achieve as a result of missed participation. A letter relative to the details of the meeting will be filed in the student's CA60 with a copy sent to the parents.
- At least six weeks prior to the end of the school year, all parents of students who appear headed for possible retention will be called in to meet with the teacher and principal. A letter relative to the details of the meeting will be filed with a copy sent to the parents.
- A parent may appeal their child's retention by making a written request to the principal.

The categories of misconduct listed on the following pages are not an all-inclusive list. School officials have the authority to deal with other types of conduct that interfere with the proper functioning of the education process in a manner appropriate to the offense.

Placement and movement within the sanctions that can be assigned to an infraction will be proportionate to the severity of the misconduct. The administration reserves the right to deal with each offense on an individual review basis. Administration reserves the right to conduct a parent meeting prior to student re-entering class from a suspension.

Consideration for assignment of the sanction that may be more severe may include the following:

1. The actual harm or injury caused
2. The risk of harm to the student and/or others
3. The intent of the student
4. The number and seriousness of prior infractions committed by the student
5. The seriousness of the penalty required in the circumstances to discourage future violations by the student or by others
6. Legal considerations and statutory obligations

## **RESTORATIVE PRACTICES**

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

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

## DISCIPLINARY MEASURES WITH SANCTIONS

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
1. Disrespect	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the school staff or student body.	<p><b>1st Offense:</b> Referral to principal-warning.</p> <p><b>2nd Offense:</b> One (1) day suspension and parent conference.</p> <p><b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.</p>	<p><b>1st Offense:</b> Warning up to three (3) days suspension.</p> <p><b>2nd Offense:</b> Three (3) to five (5) day suspension, parent conference.</p> <p><b>3rd Offense:</b> Six (6) to nine (9) day suspension.</p>
2. Littering	Littering in the building and/or school grounds.	Referral to Principal/warning	<p><b>1st Offense:</b> Warning/restitution including cleaning areas within school property.</p> <p><b>2nd Offense:</b> In-School Suspension/restitution including cleaning areas within school property.</p> <p><b>3rd Offense:</b> One (1) to three (3) days suspension.</p>
3. Dress Code Violation	Refer to Page 4 which makes reference to individual building dress code guidelines.	<p><b>1st Offense:</b> Referral to principal and warning. Principal may call parent for a change of clothes for the child. Child may be given a shirt to wear over the unacceptable clothing.</p> <p><b>2nd Offense:</b> Parent will be called for a change of clothes. Child may be given a shirt to wear over the unacceptable clothing.</p>	<p><b>1st Offense:</b> Warning/student will <u>change</u> attire.</p> <p><b>2nd Offense:</b> In School Suspension/student will <u>change</u> attire.</p> <p><b>3rd Offense:</b> One to three (1-3) day suspension/student will <u>change</u> attire.</p>
4. Public Affection	Unacceptable public display of affection including the act of offending against commonly recognized standards of propriety, decency, health, or safety.	<p><b>1st Offense:</b> Referral to Principal – warning</p> <p><b>2nd Offense:</b> Warning with parent contact to possible suspension.</p>	<p><b>1st Offense:</b> Warning</p> <p><b>2nd Offense:</b> In School Suspension</p> <p><b>3rd Offense:</b> One (1) to three (3) day suspension.</p>

<b>OFFENSE</b>	<b>DEFINITION</b>	<b>K-5 ELEMENTARY</b>	<b>6-12 SECONDARY</b>
5. Indecent Exposure through Revealing Clothing	A Dress Code violation that results in revealing, indecent exposure, i.e. baggy pants, cleavage, revealing torn clothes.	Not applicable.	<b>1st Offense:</b> In-School Suspension <b>2nd Offense:</b> One (1) to nine (9) day suspension.
6. Tardiness	Arriving to school or class beyond the posted schedule time.	After seven (7) tardies, building the principal may contact the parent or guardian for an explanation of the tardies. After ten (10) tardies, the principal shall contact the parent or guardian to inform them that a referral to the school social worker will be made. Interventions by the social worker may include: a. Parent contact b. Student interview c. Home visit d. Suggestions may be provided to encourage promptness	<b>APCS &amp; APHS</b> <b>1-2:</b> Warning. <b>3-6:</b> One (1) hour am/pm detention or other teacher assigned consequence. <b>7-8:</b> In-School Suspension <b>9-above:</b> One (1) day out of school suspension.  <b>APMS</b> Three (3) or more tardies occurring in a one week period will be considered excessive resulting in a one (1) hour, before or after school detention.
7. Truancy	Willful and chronic absence from school. Refer to Truant Arrest Program/Wayne County Prosecutor's Office. Leaving the building without permission and failure to report to the School Office before leaving the building throughout the day.	<b>1st Offense:</b> Referral to principal-parent contact, referral to police, if necessary.	<b>1st Offense:</b> In-School Suspension <b>2nd Offense:</b> One (1) day suspension. <b>Additional Offenses:</b> Two (2) to nine (9) day suspension; Referral to police if necessary.
8. Trespassing	Being present on any school and or building property without permission. Unauthorized presence in restricted areas of buildings, school grounds or busses.	Warning with possible parent contact to suspension and referral to police, if necessary.	Nine (9) day out of school suspension and complaint filed with police.
9. Possession of a Laser Pointer	Possession of a laser pointer while on school property or at any school function.	<b>1st Offense:</b> Confiscation; device will be returned to parent during conference. <b>2nd Offense:</b> One (1) to nine (9) days	<b>1st Offense:</b> Confiscation; device will be returned to parent during conference. <b>2nd Offense:</b> In-

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
		suspension.	School Suspension. Confiscation of device. <b>3rd Offense:</b> One (1) to nine (9) days suspension. Confiscation of device.
10. Forgery	The act of copying something and/or signing, and/or creating documents with the intention of deceiving or cheating someone.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.	<b>1st Offense:</b> One (1) to nine (9) days suspension. <b>2nd Offense:</b> Three (3) to nine (9) days suspension.
11. Gambling	Minor gambling in school or on school property.  Gambling or accepting gambling money on school premises.	Referral to Principal  Referral to Principal	<b>1st Offense:</b> Warning to three (3) days suspension <b>2nd Offense:</b> Three (3) to nine (9) days suspension and parental conference before returning to school.  Any gambling paraphernalia including money will be confiscated.
12. Alteration of School Records	The act of changing attendance records, teachers' grade books, and the printing of bogus report cards.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.	One (1) to nine (9) days suspension and parental conference before returning to school.
13. Cheating	Misrepresenting the work of another a one's own (plagiarism), cheating by copying from another student, assisting another student to cheat, cheating by use of unauthorized notes or other materials, including electronic devices, theft of a teacher's test or answer document.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension, parent conference and Grade of "E" on assignment. <b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.	<b>1st Offense:</b> Grade of "E" on assignment in that course; parental contact by teacher. <b>2nd Offense:</b> Grade of "E" for the ten (10) week grading period in that course, three day suspension, parental contact by teacher. <b>3rd Offense:</b> Failure of semester in that course. Parental

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
			contact by teacher.
14. Skipping and/or leaving the building without permission or signing out	Leaving the building without permission and failure to report to the School Office before leaving the building throughout the school day.	<b>1st Offense:</b> Referral to principal-parent contact. <b>2nd Offense:</b> Referral to police, if necessary.	<b>1st Offense:</b> One (1) day In School Suspension. <b>2nd Offense:</b> One (1) day Out of School suspension. <b>3rd Offense:</b> Two days Out of School Suspension
15. Failure to present a valid school ID card.	The failure to present a valid school identification card when asked by school personnel.	Not applicable.	<b>High School Only:</b> Warning to three (3) day suspension.
16. Throwing Food/Item(s) in the Cafeteria	Throwing food or item(s) in the cafeteria. These actions have the potential of harming others and creating a small riot in a crowded congested area.		<b>1st Offense:</b> One (1) day In-School Suspension. <b>2nd Offense:</b> One (1) day Out of School suspension. <b>3rd Offense:</b> Two (2) to Three (3) days Out of School Suspension.
17. Behavior potentially dangerous to self and/or others	Actions that have the potential of harming self/others i.e. horseplay, misuse of stairwells, restrooms, gym and other school facilities/equipment.	<b>1st Offense:</b> Referral to principal/warning, parent contact. <b>2nd Offense:</b> One (1) day suspension and parent conference.	<b>1st Offense:</b> Warning up to five (5) days suspension. <b>2nd Offense:</b> One (1) to nine (9) days suspension up to expulsion.
18. Failure to comply with established safety procedures	The failure to comply with established safety procedures and practices such as, bringing in prohibited items and attempting to bypass procedures for entering and exiting the building, opening locked doors for others, propping open locked doors.	Referral to principal.	Warning up to expulsion.
19. Parking Lot Violations	a. Failure to drive in a safe manner. b. Parking in an unauthorized area. c. Parking in the lot without a valid permit.	Not applicable.	One (1) to nine (9) day suspension and referral to police. Parking pass suspended or revoked.

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
20. Misuse of Technology, District/Personal Computers, Internet, Storage Media, Network and/or Other Technological Equipment	See Acceptable Use Policy, Pages 27-29	Parent conference to nine (9) day suspension, loss of privileges to access computers, network and/or equipment up through expulsion. Restitution may be required and police may be notified.	One (1) to nine (9) day suspension and loss of privileges to access computers, network and/or equipment up through expulsion. Restitution may be required, and police may be notified.
21. Unauthorized Student Protest-Disrupting Educational Process	The act of protesting which results in the disruption of the normal educational process.	<b>1st Offense:</b> referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> one (1) to three (3) day suspension and parent conference.	One (1) to nine (9) day suspension and parent conference.
22. Insubordination and/or repeated persistent violation of building rules and regulations.	The willful failure to respond or carry out a reasonable request by authorized school personnel.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> Parent contact. <b>3rd Offense:</b> Suspension pending parent conference up to expulsion.	One (1) to nine (9) day suspension up to expulsion. Parent Conference.
23. Profanity or Vulgarity	The act of using obscene or profane language in verbal or written form, in pictures, caricatures, or obscene gestures on school property, during the school day, or at any school-sponsored event.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.	Warning to nine (9) day suspension.



OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
24. Harassment (see Page 29 sexual harassment)	Any derogatory or other objectionable conduct of a physical or verbal nature which has the purpose or effect of substantially interfering with said person's employment or education or creates an intimidating, hostile, or offensive employment or educational environment. (i.e.; mimicking, name-calling, mocking).	<p><b>1st Offense:</b> Referral to principal-warning.</p> <p><b>2nd Offense:</b> One (1) day suspension and parent conference.</p> <p><b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.</p>	<p><b>1st Offense:</b> Three (3) days suspension up to expulsion.</p> <p><b>2nd Offense:</b> Five (5) days suspension up to expulsion.</p> <p><b>3rd Offense:</b> Ten (10) days suspension up to expulsion and a psychiatric consultation or outside counseling must be initiated before re-admittance.</p> <p><b>4th Offense:</b> Expulsion.</p>
25. Ethnic or other slurs.	Ethnic, religious and/or general harassment or intimidation by means of slurs, verbal references, gestures, or other behaviors which tend to humiliate or threaten others on the basis of race, creed, religion, ethnic background, nationality or personal characteristics.	Referral to principal, parent contact, one (1) to three (3) days suspension, if necessary	<p><b>1st Offense:</b> Three (3) days suspension up to expulsion.</p> <p><b>2nd Offense:</b> Five (5) days suspension up to expulsion.</p> <p><b>3rd Offense:</b> Ten (10) days suspension up to expulsion and a psychiatric consultation or outside counseling must be initiated before re-admittance.</p> <p><b>4th Offense:</b> Expulsion</p>
26. False Emergency Alarm	The acts of initiating an emergency alarm (i.e. pulling a fire alarm) or initiating a "911" call without just cause.	Three (3) day suspension up to expulsion, referral to police, if necessary, and restitution may be required.	Nine (9) day suspension up to expulsion and referral to police, if necessary, and restitution may be required.
27. Stalking	A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that ultimately causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.	<p><b>1st Offense:</b> Warning and parent conference.</p> <p><b>2nd Offense:</b> Suspension, one (1) to nine (9) days, and restitution.</p> <p><b>3rd Offense:</b> Referral to police, if necessary.</p>	<p><b>1st Offense:</b> Five (5) days suspension up to expulsion.</p> <p><b>2nd Offense:</b> Ten (10) days suspension up to expulsion.</p> <p><b>3rd Offense:</b> Expulsion</p>

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
28. Verbal Assault	An oral threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching: <u>or</u> , the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence. Verbal Assault is an oral threat of physical harm.	Referral to principal, parent contact, one (1) to three (3) day suspension, if necessary.	<p><b>1st Offense:</b> Three (3) days suspension up to expulsion.</p> <p><b>2nd Offense:</b> Five (5) days suspension up to expulsion.</p> <p><b>3rd Offense:</b> Ten (10) days suspension up to expulsion and a psychiatric consultation must be initiated before re-admittance.</p> <p><b>4th Offense:</b> Expulsion.</p>
29. Bullying/ Cyberbullying	See page 30 for definition of bullying/cyberbullying.	<p><b>1st Offense:</b> Referral to principal-warning.</p> <p><b>2nd Offense:</b> One (1) day suspension and parent conference.</p> <p><b>3rd Offense:</b> One (1) to three (3) day suspension and parent conference.</p>	<p><b>1st Offense:</b> Three (3) days suspension up to expulsion.</p> <p><b>2nd Offense:</b> Five (5) days suspension up to expulsion.</p> <p><b>3rd Offense:</b> Ten (10) days suspension up to expulsion and a psychiatric consultation or outside counseling must be initiated before re-admittance.</p> <p><b>4th Offense:</b> Expulsion.</p>
30. Hazing	Any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.	<p><b>1st Offense</b> Referral to principal, parent contact and restitution.</p> <p><b>2nd Offense</b> Suspension pending parent conference, restitution, referral to police.</p>	One (1) to nine (9) day suspension up to expulsion, restitution, and referral to police.

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
31. Gang Behavior/Affiliation	The act of student behavior appearing to represent gang affiliation or activity. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership or affiliation in gangs or a "secret society" is prohibited.	<p><b>1st Offense:</b> Warning up to six (6) days suspension (police notification).</p> <p><b>2nd Offense:</b> Nine (9) days suspension (police notification).</p> <p><b>3rd Offense:</b> Expulsion (police notification).</p>	<p><b>1st Offense:</b> Warning up to six (6) days suspension (police notification).</p> <p><b>2nd Offense:</b> Nine (9) days suspension (police notification).</p> <p><b>3rd Offense:</b> Expulsion (police notification).</p>
32. Intimidation and/or Extortion	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 for any reason, including attempting to borrow any money or things of value from said person.	Suspension, one (1) to nine (9) days, and restitution, parent conference, referral to police, if necessary.	<p><b>1st Offense:</b> Three (3) days up to expulsion.</p> <p><b>2nd Offense:</b> Five (5) days up to expulsion.</p> <p><b>3rd Offense:</b> Ten (10) days up to expulsion and a psychiatric consultation must be initiated before re-admittance.</p> <p><b>4th Offense:</b> Expulsion.</p>
33. Indecent Exposure or Immoral Acts	The act of offending against commonly recognized standards of propriety, decency, health, or safety.	Referral to principal, parent contact, one (1) to three (3) day suspension, if necessary, and referral to police, if necessary.	Nine (9) day suspension up to expulsion and referral to police, if necessary.
34. Vandalism	The act of willful destruction of property belonging to others. This shall also include gang graffiti, tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or property	<p><b>1st Offense:</b> Parent conference and restitution.</p> <p><b>2nd Offense:</b> Suspension one (1) to nine (9) days and restitution, referral to police, if necessary.</p>	<p><b>1st Offense:</b> Warning up to nine (9) day suspension and restitution, referral to police, if necessary.</p> <p><b>2nd Offense:</b> Restitution and three (3) to nine (9) days suspension up to expulsion.</p>
35. Theft and/or possession of stolen property		<p><b>1st Offense</b> Referral to principal, parent contact and restitution.</p> <p><b>2nd Offense</b> Suspension and parent conference, restitution, referral to police, if necessary.</p>	One (1) to nine (9) day suspension up to expulsion, restitution, and referral to police, if necessary.

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
36. Arson	Felony violation as described in the Michigan Penal Code, MCL §§ 750.71 - 750.80, and committed on school property	Mandatory suspension of at least ten (10) days.	Mandatory expulsion pursuant to MCL § 380.1311.
37. Assaultive Behavior and/or Battery	An assault and/or battery, by legal definition, is defined as the act or acts in attempting to intentionally place another person in reasonable fear of physical or emotional harm.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> One (1) to three (3) day suspension up to expulsion and parent conference.	Five (5) days to expulsion. Administration reserves the right to assign a penalty that is proportionate to the severity of the situation. Please see page 41 of the Code of Conduct for further clarification.
38. Instigating/Encouraging a fight	Inciting and/or encouraging others to participate in a fight.		Three (3) to nine (9) days suspension.
39. Fighting	The act of involving hostile bodily contact in or on school property, during the school day, or going to or from schools, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proved by the student accused.	<b>1st Offense:</b> Referral to principal-warning. <b>2nd Offense:</b> One (1) day suspension and parent conference. <b>3rd Offense:</b> One (1) to three (3) day suspension up to expulsion and parent conference.	Nine (9) days to expulsion. Administration reserves the right to assign a penalty that is proportionate to the severity of the situation. Please see page 41 of the Code of Conduct for further clarification.
40. Assaultive Behavior/Aggravating Circumstances	Assault and/or battery with aggravating circumstances which may include, but are not limited to, infliction of serious injury, use of any weapons, or object used as a weapon; and multiple assailants.	Parent conference and suspension up to expulsion and police referral, if necessary.	Expulsion and referral to police.
41. Criminal Sexual Conduct	Violation as described in the Michigan Penal Code, MCL § 750.520b-e,g.	Mandatory suspension of at least ten (10) days.	Mandatory expulsion pursuant to MCL § 380.1311.

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
42. Smoking / Possession of tobacco products	The act of smoking or chewing tobacco products or possession of tobacco products on school property or at school functions.	1. Possession will result in confiscation and a one (1) day suspension. 2. Smoking will result in confiscation and three (3) day suspension.	1. Smoking/ Possession will result in confiscation and five (5) day suspension. Referral will be made to police and a citation issued.  2. Nine (9) day suspension. Referral will be made to police and a citation issued.
43. Use, possession, or distribution of alcohol	The use, under the influence, possession, or distribution of alcohol in any school building, on school property, or at any school-related event.	a. Suspension pending parent conference b. One (1) to three (3) day suspension c. Referral to police, if necessary, and /or referral to Student Assistance Program coordinator. Outside substance abuse assessment if needed.	Nine (9) day suspension up to expulsion, referral to police, substance abuse assessment must be initiated before re-admittance and participation in a drug/alcohol awareness program.
44. Use, possession, or distribution of prescription drugs, illegal drugs/paraphernalia including inhalants, steroids and other performing-enhancing substances.	The use, under the influence, possession, or distribution of any illegal drug or controlled substance (as set forth in MCL §333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a registered physician in any school building, on school property, or at any school-related event.	a. One (1) day suspension up to expulsion b. Referral to police and/or referral to Student Assistance Program coordinator. Outside substance abuse assessment if needed.	Long term suspension up to expulsion, referral to police, substance abuse assessment must be initiated before re-admittance, and participation in a drug/alcohol awareness program.
45. Physical Assault against an Employee, Volunteer, or Contractor	Intentionally causing or attempting to cause physical harm to another through force or violence.	<b>1st Offense:</b> Suspension and parent conference.  <b>2nd Offense:</b> One (1) to three (3) day suspension up to expulsion.	Permanent expulsion from the Allen Park Public Schools and all public schools in the state, subject to potential readmission following the expiration of 180 school days—MCL §380.1311a (1).

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
46. Bomb Threat or similar threat	If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee or school board as described in section 380.1311a(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee.	Per the Revised School Code Act 451 of 1976 380.1311a, Expulsion. Referral to police, a psychiatric consultation prior to re-admittance, a re-admittance meeting and restitution may be required.	Per the Revised School Code Act 451 of 1976 380.1311a, Expulsion. Referral to police, a psychiatric consultation prior to re-admittance, a re-admittance meeting and restitution may be required.
47. Possession or use of fireworks and/or explosive materials	The act of possession, using, or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.	One (1) to five (5) days suspension up to expulsion, parent contact and referral to police, if necessary parent conference up to expulsion.	<b>1st Offense:</b> Five (5) day suspension up to expulsion. <b>2nd Offense:</b> Nine (9) day suspension up to expulsion and referral to police.
48. Possession or using a look-a-like weapon, ammunition or paraphernalia	The act of possessing, using or suggested use of a look-a-like weapon or ammunition by showing to others these devices that resemble weapons, paraphernalia and/or ammunition.	One (1) to five (5) days suspension up to expulsion, parent contact and referral to police, if necessary.	<b>1st Offense:</b> Five (5) to nine (9) day suspension. <b>2nd Offense:</b> Nine (9) day suspension up to expulsion and referral to police.
49. Possession or use of dangerous or other weapons on school property	Possession or use of dangerous weapons on school property, in any school owned vehicle, or at any school sponsored activity. A dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or, any	Parent conference up to expulsion.	Mandatory expulsion pursuant to MCL § 380.1311.  Discipline up to expulsion for "other weapons".

OFFENSE	DEFINITION	K-5 ELEMENTARY	6-12 SECONDARY
	<p>other weapon. Possession or use of any other weapon on school property, in any school owned vehicle, or at any school sponsored activity. A weapon shall include any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term "other weapons" shall also include a facsimile of objects or instruments which are weapons. The term "other weapons" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.</p>		

## Non Discrimination Policy

The Board of Education shall comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. The Allen Park Public School District is committed to a policy of non-discrimination because of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the Board of Education is responsible and/or for which the Board of Education receives financial assistance from the U.S. Department of Education.

If any individual believes that he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, a complaint should be directed to the following District Compliance Officers:

Title VI, VII, IX, Age Discrimination – Mrs. Karen Moran, Allen Park High School Assistant Principal – [moran@appublicschools.com](mailto:moran@appublicschools.com)

Section 504, ADA, Special Education/IDEA – Dr. Matthew Sokol, Director of Special Education – [sokol@appublicschools.com](mailto:sokol@appublicschools.com)

All complaints and/or requests for accommodations should be directed to the persons specified above.

All complaints will be handled in accordance with Board Policy and Administrative Guidelines.



Dear Students and Parents:

Below is a list of useful resources in the Downriver area. Should you need further help in contacting the type of services you need, please contact one of the school social workers or counselors in the district.

## **DOWNRIVER RESOURCES**

### *Crisis and Emergency Services*

Children's Crisis Screening (DGC) .....	(734) 785-7704
Children's Protective Services (24 hours) .....	(855) 444-3911
Counterpoint Crisis Center/Shelter .....	(313) 563-5005
Community Care Services Lincoln Park .....	(313) 389-7500
Crisis Pregnancy Center.....	(313) 386-4005
Emergency Telephone Service & Suicide Hotline .....	(800) 273-8255
First Step-Domestic Violence & Sexual Assault (24 hrs).....	(888) 453-5900
.....	(734) 722-6800
Poison Control.....	(800) 222-1222
Runaway Assistance .....	(800) 292-4517
.....	(800) 621-4000
Trauma and Loss Center for Children .....	(313) 885-0390
Wayne Family Emergency Shelter .....	(734) 721-0590

### *Health & Social Services*

Oakwood Healthcare System.....	(800) 543-9355
Oakwood Behavioral Health.....	(313) 295-5167
Taylor Teen Health Center .....	(734) 942-2273
Family Independence Agency (Taylor).....	(734) 281-8204

### *Counseling Services*

Center for Individual & Family Therapy .....	(313) 291-7000
Community Care Services (Lincoln Park).....	(313) 389-7500
The Guidance Center	
Main Office .....	(734) 785-7700
Adult & Family .....	(734) 287-1500
Children (Lincoln Park) .....	(313) 388-4630
Family Services .....	(313) 274-5840
After Hours Crisis Line for Mental Health .....	(888) 711-5465

### *Parent Support Services*

Parents In Crisis Support Group (Toughlove Hotline) .....	(800) 333-1069
Parent Helpline .....	(800) 942-4357
Runaway Assistance .....	(800) 292-4517
.....	(800) 621-4000

### *District Civil Rights Coordinator*

Karen Moran, High School Asst. Principal.....	(313) 827-1230
---	----------------

## Index

Assembly .....	4
Alcohol/Possession, Use, Distribution .....	49
Alteration of School Records .....	43
Arson .....	48
Assaultive Behavior and/or Battery .....	48
Assaultive Behavior/Aggravating Circumstances .....	49
Behavior Potentially Dangerous to Self and/or Others .....	44
Bomb Threat .....	50
Bullying/Cyberbullying.....	30,46
Bus and/or Bus Stop Conduct.....	26
Cheating .....	43
Closed Campus.....	13
Closing of Class .....	17
Computer Network, Internet and Acceptable Use Policy .....	27
Corporal Punishment .....	18
Criminal Sexual Conduct.....	49
Denial of Education Participation Disciplinary Measures.....	16
Detention .....	18
Disciplinary Measures with Sanctions.....	40
Disrespect .....	40
Downriver Resources.....	53
Dress Code Violation .....	41
Education .....	3
Elementary Absenteeism .....	13
Elementary Early Dismissal .....	14
Elementary Tardy Policy .....	15
Ethnic or Other Slurs.....	45
Expression .....	3
Expulsion.....	23
Extortion .....	47
Failure to Comply with Established Safety Procedures .....	44
Failure to Present a Valid School ID .....	43
False Emergency Alarm.....	45
Family Educational Rights and Privacy Act .....	31
Fighting.....	48
Fireworks/Use or Possession and/or Explosive Materials .....	50
Forgery .....	42
Gambling.....	42
Gang Behavior/Affiliation.....	47
Harassment.....	29, 45
Hazing .....	30, 46
High School Attendance Policy.....	9
Illegal Drugs/Use, Possession, Distribution .....	50
Immoral Acts .....	47
Indecent Exposure .....	42
Instigating/Encouraging a Fight .....	48
Insubordination.....	44
Intimidation .....	47
Legal Basis for School Discipline .....	1
Littering.....	40
Long-term Suspension .....	22
Look-A-Like Weapons/Using, Paraphernalia, Ammunition, or Suggested Use.....	51
Medications .....	36
Middle School Attendance .....	12
Middle School Tardy Procedures.....	12
Misuse of Technology .....	44
Notice of Discrimination .....	52
Off-campus Conduct .....	5

Out-of-school Suspension/In-school Suspension .....	19
Parent Conference .....	17
Parking Lot Violations .....	44
Petition .....	4
Philosophy of Attendance .....	8
Physical Assault Against an Employees, Volunteer, or Contractor .....	50
Possession of a Laser Pointer .....	42
Possession of an Personal Electronic Device .....	27, 43
Procedure – Student Sent Home .....	17
Procedures for Review.....	8
Profanity .....	45
Publications .....	4
Public Affection .....	41
Re-admission Procedures after Suspension.....	23
Removal from Class.....	16
Responsibilities of Administrative Staff .....	7
Responsibilities of Board of Education .....	7
Responsibilities of Parents.....	7
Responsibilities of Students .....	6
Responsibilities of Teachers .....	7
Retention Policies .....	38
Rights and Responsibilities .....	2
Rights to Access and Privacy of Records .....	32
Search and Seizure.....	5
Sexual Harassment.....	29
Short-term Suspension .....	21
Sign-out Procedure – Elementary.....	14
Sign-out Procedure - High School/Middle School.....	13
Skipping/Leaving the Building Without Permission or Signing Out .....	43
Smoking/Possession of Tobacco Products.....	49
Snap Suspension .....	16
Speech .....	3
Stalking.....	46
Student Activities.....	4
Student Dress Code.....	4
Student Due Process .....	21
Student Parking - High School.....	6
Student Sign-out Procedure.....	13
Student’s Property.....	5
Suspension .....	19
Suspension/Expulsion of Disabled Students .....	23
Tardiness .....	41
Theft and/or Possession of Stolen Property .....	48
Throwing Food/Item(s) in the Cafeteria .....	43
Transportation Code of Conduct.....	26
Trespassing.....	3, 42
Truancy .....	42
Unauthorized Student Protest--Disrupting Educational Process .....	44
Vacation Policy – Allen Park High School.....	11
Vandalism .....	47
Verbal Assault .....	46
Vulgarity .....	45
Weapons/Possession or Use of Dangerous Other Weapons.....	51
Tobacco, Alcohol and Other Drugs.....	25
Violent/Aggressive Behavior .....	31

## **ALLEN PARK BOARD OF EDUCATION**

Guy DesJardins, President  
Paul Klenczar, Vice President/Human Resources  
Gordon Miller, Vice President/Operations  
Rick Moynihan, Vice President/Extracurricular Issues  
Julie Sheppard, Vice President/Teaching & Learning  
Margaret Marten, Treasurer  
Janine Hall, Ed.D., Secretary

### **ADMINISTRATION**

Michael H. Darga, Superintendent  
Michael S. Dawson, Director of Human Resources  
John Tafelski, EdD., Director of Curriculum  
Tiffany Keith, Director of Finance  
Mathew Sokol, Ph.D., Director of Special Education  
Adam Michalak, Director of Technology  
John Kelley, High School Principal  
Karen Moran, Assistant Principal  
Ken Stephens, Assistant Principal /Athletic Director  
Sean Laura, Director of Community School/Services  
Mark Lowe, Middle School Principal  
Bruce Andrews, Middle School Assistant Principal/Athletic Director  
Stephen Zielinski, Arno Elementary Principal  
Sara Metzger, Bennie Elementary Principal  
Theresa Brown, Lindemann Elementary Principal  
Pam Miller, Director of Maintenance & Transportation  
Karen Guobis, Director of Food Services

### **TELEPHONE NUMBERS (Area Code 313)**

Superintendent 827-2150  
Human Resources 827-2105  
Curriculum 827-2121  
Finance 827-2123  
Special Education 827-2180  
High School Principal 827-1200  
High School Assistant Principal 827-1232  
High School Assistant Principal/Athletic Director 827-1234  
High School Attendance 827-1250  
High School Counseling 827-1236  
Community School/Services 827-2660  
Middle School Principal 827-2200  
Middle School Assistant Principal/Athletic Director 827-2200  
Middle School Attendance 827-2250  
Middle School Counseling 827-2200  
Arno Elementary School 827-1050  
Bennie Elementary School 827-1300  
Lindemann Elementary School 827-1150  
Maintenance and Transportation 827-2050  
Food Services 827-2185



## **OK2SAY**

A new safety initiative, OK2SAY, is operated through a partnership of the Department of Attorney General, Michigan State Police, state agencies, state associations, schools, parents, law enforcement and community leaders, and is aimed at discouraging the persistent culture of silence among students who fear that reporting threatening behavior is intrusive and will lead to retaliation or result in a stigmatization of a "snitch."

OK2SAY enables students to **confidentially report** potential harm or criminal activities aimed at students, teachers, staff or other school employees. State law protects the confidentiality of the reports identify. The identity of the reporting party will not be disclosed to local law enforcement, school officials or the person against whom a tip is offered, unless the reporter voluntarily chooses to disclose his or her identity. If the reporter is a minor, the parent or guardian must also consent. However, to address any false reports to the program, prosecutors do have authority to seek a court order to review records when investigating false reports.

The program will operate as an early warning system in schools to thwart tragedies before they occur. Created as a result of the Student Safety Act (183 PA 2013), OK2SAY's focus is on early intervention and prevention. Students, teachers, parents, school's workers, friends and neighbors can all submit tips, if they are aware of a threat in school. Tips can be submitted through the following ways:

**Call: 8.555.OK2SAY (855.565.2729)**

**Text: 652729 (OK2SAY)**

**Email: [ok2say@mi.gov](mailto:ok2say@mi.gov)**

**Web: [www.mi.gov/ok2say](http://www.mi.gov/ok2say)**

## **Students**

### 8260 Bullying & Other Aggressive Behavior Towards Students

8260

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **Prohibited Conduct**

1. Bullying – Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:

Any written, verbal or physical act, or any electronic communication, or cyberbullying that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation/False Accusation – Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

### **Reporting an Incident**

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, she/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s) as defined below: A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals. The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation, will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining

student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

### **Anonymous Reporting**

To encourage reporting or suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

### **Complaints Against Certain School Officials**

Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education. Investigation All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

### **Notice to Parent/Guardian**

If the principal or designee determines that an incident of bullying has occurred, she/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

### **Annual Reports**

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

### **Responsible School Official**

The Superintendent (Responsible School Official) shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

### **Posting/Publication of Policy**

Notice of this policy will be: (a) annually circulated to all students and staff; (b) posted in conspicuous locations in all school buildings and departments within the District; (c) annually discussed with students; and (d) incorporated into the staff, student, and parent/guardian handbooks.

## Definitions

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District’s control.

“Telecommunications Access Device” means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, “Telecommunication Access Device” is defined to mean any of the following:

- a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide receive, use or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
- b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmissions, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism, or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be



amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Approved: December 9, 2002

Revised: May 14, 2012 LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model AntiBullying Policy, Michigan State Board of Education

Revised: April 18, 2016 LEGAL REF: MCL 380.1310b (Cyberbullying – PA 478 of 2014)