

# East Grand Rapids Middle School

<b>Principal:</b>	Mr. Anthony Morey
<b>Assistant Principal:</b>	Mrs. Shelly Schram
<b>Secretary to Principal:</b>	Mrs. Michelle Kastanek
<b>Secretary to Asst. Principal:</b>	Ms. Michelle Homrich
<b>Main Office Telephone:</b>	616-235-7551
<b>Guidance Counselor:</b>	Mrs. Lisa Healey
<b>Guidance Office Secretary:</b>	Mrs. Linda Graham
<b>Guidance Office Telephone:</b>	616-235-4866
<b>Web Address:</b>	<a href="http://www.egrps.org">www.egrps.org</a>

## Class Period Schedule

6th Grade	7th Grade	8th Grade
1st Hour.....8:00– 9:07 AM	1st Hour.....8:00– 9:07 AM	1st Hour.....8:00 AM – 9:07 AM
2nd Hour.....9:12 – 10:09 AM	2nd Hour.....9:12– 10:09 AM	2nd Hour.....9:12– 10:09 AM
3rd Hour.....10:14– 11:11 AM	Lunch.....10:14– 10:44 AM	3rd Hour.....10:14– 11:11 AM
4th Hour.....11:16 AM – 12:13 PM	3rd Hour.....10:49– 11:46 AM	Lunch.....11: 16– 11:46 AM
Lunch.....12:18– 12: 48 PM	4th Hour.....11:51– 12:48 PM	4th Hour.....11:51 AM – 12:48 PM
5th Hour.....12:53– 1:50 PM	5th Hour.....12:53– 1:50 PM	5th Hour.....12:53– 1:50 PM
6th Hour.....1:55– 2:52 PM	6th Hour.....1:55– 2:52 PM	6th Hour.....1:55– 2:52 PM
Academic Help.....2:52– 3:02 PM	Academic Help.....2:52– 3:02 PM	Academic Help.....2:52– 3:02 PM

- The building will be open at 7:15 AM. Students will not be allowed in the main classroom hallways before 7:45 AM.
- Academic Help will be offered from 2:52 - 3:02 PM Monday - Thursday.
- A bell will ring at 3:30 PM. At this time students can be in the building only if they are under the supervision of an adult.

## Grading Scale

93 - 100 A	73 - 76 C
90 - 92 A-	70 - 72 C-
87 - 89 B+	67 - 69 D+
83 - 86 B	63 - 66 D
80 - 82 B-	60 - 62 D-
77 - 79 C+	0 - 59 E

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# Interscholastic Sports

All registration takes place at the EGR Parks and Recreation Department and is governed under the Michigan High School Athletic Association (MHSAA).

- Participants must be enrolled as an EGRMS student and are required to carry a 2.0 GPA per marking period.
- A current athletic physical must be on file with EGRMS dated on or after April 15 of the current school year.
- Transportation is not provided. Parents will need to car pool to away competitions.
- A student must be present for at least three hours of the school day to be eligible to participate in a sporting event or practice after school that day. School business or religious observations will not be held against the student's attendance for the day.

**EGRMS Athletic Director:** Shannyn Fasbender

**Email:** sfasbend@eastgr.org

**Telephone:** 616-949-1750

## Concussion Educational Material for Parents and Students

The following material meets Michigan Department of Community Health Concussion requirements.

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

Some Common Symptoms:

- Headache
- Pressure in the Head
- Nausea/Vomiting
- Dizziness
- Balance Problems
- Double Vision
- Blurry Vision
- Sensitive to Light
- Sensitive to Noise
- Sluggishness
- Haziness
- Fogginess
- Grogginess
- Poor Concentration
- Memory Problems
- Confusion
- "Feeling Down"
- Not "Feeling Right"
- Feeling Irritable
- Slow Reaction Time
- Sleep Problems

### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell

rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to re- cover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality change

### **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize People/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a

lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

*Remember:* Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## Severe Weather, Tornado Watch or Warning, and Other Emergencies

- *Severe Thunderstorm Watch* - The possibility of severe storms, including dangerous lightning, damaging winds, and possible hail exists in the watch area. Students dismissed at regular time unless severe weather conditions exist.
- *Severe Thunderstorm Warning* - Storms as described above are in the area and are imminent. Students may be detained if severe weather conditions exist.
- *Tornado Watch* - The possibility of a tornado exists in the watch area. All students will be kept at school if the watch is issued during the school day. Students will be dismissed at the regular time unless severe weather conditions exist.
- *Tornado Warning* - One or more tornadoes have been sighted in the area. All students will be kept at school if the warning is issued during the school day and will be instructed to take shelter within the building until the ALL CLEAR is signaled. Students will NOT be sent home.

If a Tornado WATCH or WARNING occurs outside of school hours, the school district will not begin any school activities (sports, PTA, etc.) If a Tornado WATCH is issued while the activities are in progress, the students, participants, audience, and attendees will be dismissed and the activities will stop immediately. If a Tornado WARNING is issued: students, participants, audience, and attendees will seek shelter within the building immediately. After school activities may be held if such activities are scheduled to begin one hour after a Tornado WATCH or WARNING has been lifted.

In the event of any of the above conditions, please tune to the radio or television for details.

Parents are requested to review these procedures with their child(ren). Parents are also encouraged to provide alternate home arrangements for their child(ren) if there is a need to release students for other types of emergencies (power outage, loss of heat, etc.). Please attempt to locate an alternate home of a friend or relative close to school where your child(ren) could go until such time as you return home. Please review your family's plan with your child(ren) on a regular basis during the school year.

# Student Code of Conduct

## *Board Policy #8300 Series*

### **8300 CODE OF STUDENT CONDUCT**

Students have a responsibility not only to make a maximum effort toward academic achievement, but also must make an effort to behave properly in any school situation. A primary objective of the East Grand Rapids School District is to assist all students in developing into responsible, self-disciplined individuals who exercise full freedom of decision making within their rights of citizenship. The school's responsibility is to support the students through this process recognizing that some students will learn more rapidly than others will.

In addition to observing and understanding all of the rules of conduct of the school and District, students are expected to recognize that there are established channels through which rules and conditions can be reviewed and appealed.

Students who operate outside of their legal rights and responsibilities, or who violate Board policy and/or school rules may be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383, after consideration of Mitigating Factors. In addition, students who violate local, state or federal laws will be referred to the East Grand Rapids Public Safety Department.

#### *Problem Solving Process*

The following process is suggested for problem solving and communication within the District:

1. Talk to the Teacher/Coach first.
2. If the problem is not resolved, talk to the Principal.
3. If the Principal cannot help, talk to the Superintendent.
4. If the Superintendent cannot help, the Board of Education may be contacted.

#### *Parent/Guardian Responsibilities*

Parents/Guardians are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with the school and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems.

#### *Teacher Responsibilities*

In addition to providing a good example to students, teachers are expected to:

1. Know and enforce the rules and policies of the school and administer discipline consistently and fairly;
2. Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

#### *Student Responsibilities*

All students are expected to abide by the Code of Student Conduct policies 8305 through 8397 during the school year and on school property and at school activities. The school year commences with the first extra-curricular and/or co-curricular activity, whichever comes first, and continues through the end of the school year or the last scheduled extra-curricular and/or co-curricular activity of the school year, whichever comes last.

### *Application and Scope*

The Code of Conduct covers all students enrolled in the East Grand Rapids Public School system. The code applies to a student who is on school premises, in a school-related vehicle, or at a school sponsored activity or trip, or who is using school telecommunication, networks, accounts or other district services. While the school system is not responsible for supervising or regulating off-campus activities, the school system may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline, or general educational environment of the East Grand Rapids Public school system.

### *Application to Extra-Curricular, Co-Curricular, and Athletic Participation*

Students are encouraged to become involved in extra-curricular, co-curricular, and athletic activities. Student participation in such activities is provided as an opportunity for students as long as they agree to follow the rules and guidelines.

In as much as participation is a privilege (not a right), students who violate the guidelines will be subject to the penalties outlined, up to and including suspension from participation in such activities.

### *High School*

High School students who participate in extra-curricular activities, those which are not part of an academic class, are expected to maintain a 2.0 grade point average. Those students participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association which requires passing four classes in order to participate.

### *Middle School*

Middle school students who participate in extra-curricular activities, those which are not part of an academic class, are expected to maintain a "C" letter grade average. Those students participating in middle school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association which requires passing four classes in order to participate. Student behavior will also be a determining factor for participation in extra-curricular activities.

## **8300-R CODE OF STUDENT CONDUCT**

The primary objective of student discipline and control is to produce a school environment in which complete attention is directed to instructional activities. Good discipline should assist in the development of personal maturity of each student so that he/she enhances the efforts of teachers and other pupils in the learning process and, therefore, does not disrupt either the classroom or the instruction that is taking place. Positive discipline reinforcement should also assist students in becoming productive, self-directed citizens within the school in preparation for assuming adult responsibilities.

In addition to reviewing the Code of Student Conduct policies 8305 through 8397, any additional requirements and/or rules by a co-curricular leader/coach must be signed by the student and parent(s)/guardian(s) before participation will be allowed. These additional rules and regulations must be submitted in writing to the building administrator and Superintendent for approval. The Board of Education shall be informed of such rules.

A student who has below a 2.0 average in a marking period will be required to regularly attend tutorial sessions for a minimum of one (1) marking period. At the end of each marking period, the student's progress will be evaluated and it will be determined whether or not a student participating in a co-curricular activity will be required to continue attending the tutorial sessions. This decision will be determined after consultation with the student, classroom teacher, the tutor, counselor and Principal. A student may be precluded from a co-curricular activity until either the student's G.P.A. is 2.0 or above, or the tutor, counselor, and Principal determine it is in the student's best interest to again participate in co-curricular activities.



Those students participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association which include a minimum .8 G.P.A. in order to participate. Drama students must also meet the minimum G.P.A. to participate.

A Middle school student who has below a C average in a marking period will be required to regularly attend tutorial sessions for a minimum of one (1) marking period. At the end of each marking period, the student's progress will be evaluated and it will be determined whether or not a student participating in a co-curricular activity will be required to continue attending the tutorial sessions. This decision will be determined after consultation with the student, classroom teacher, the tutor, counselor, and Principal or designee. A student may be precluded from co-curricular activities until either a student's C average is improved upon or the tutor, counselor, and Principal or designee determine it is in the student's best interest to again participate in co-curricular activities. Student behavior will also be a determining factor for participation in co-curricular activities.

## **ADDITIONAL MIDDLE SCHOOL STUDENT RESPONSIBILITIES**

All students are expected to abide by the Code of Student Conduct Policies 8305 through 8397 regarding criminal activities, including use of controlled substances and substance abuse during the school year on school property and at school activities. All students are prohibited from the use, possession, purchase, sale, or distribution of any form, or those represented as such, of tobacco, non-tobacco nicotine products, alcoholic beverages, inhalants, marijuana, illicit drugs, or drug paraphernalia during the entire school year at any place, commencing with the beginning of the school year or the first scheduled co-curricular activity, whichever comes first and continuing through the end of the school year or the last scheduled co-curricular activity of the school year, whichever comes last.

Co-curricular activities are an integral part of the East Grand Rapids Public Schools and attendance and participation in them is regarded as a privilege. Students are expected to conduct themselves in such a manner as not to bring discredit or embarrassment to the school, the group they represent or themselves.

Middle school students who participate in co-curricular activities are expected to maintain a "C" letter grade average. Those students participating in middle school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association which requires passing four classes in order to participate. Student behavior will also be a determining factor for participation in co-curricular activities.

## **8305 STUDENT CONDUCT AND LANGUAGE**

All students are expected to use acceptable language and demonstrate appropriate conduct. Cursing, obscene or abusive language including remarks intended to demean a person's race, religion, gender, weight, height, national origin, disability, sexual orientation, or intellectual ability will not be tolerated.

Those who violate Board policy and/or school rules may be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

## **8310 STUDENT APPEARANCE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable school and/or community standards of health, safety and decency. It is incumbent upon school personnel as well as parents/guardians to so instruct students in this respect.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

## **8310-R STUDENT APPEARANCE**

If there is a concern regarding the dress or grooming of a student or students by a Principal during the school year, parent(s)/guardian(s) shall be notified by a note or a phone call explaining the concern and requesting student and parent(s)/guardian(s) cooperation.

If a Principal feels he/she must require immediate modification of a student's dress or grooming, he/she shall make an effort to notify the parent(s)/guardian(s) by phone before sending the student home. If this is not possible, the student may be required to remain in the office.

The parent(s)/guardian(s) may appeal the Principal's decision to the Superintendent.

## **ADDITIONAL MIDDLE SCHOOL DRESS CODE RULES**

The goal for all students is to be dressed in a way that is comfortable and conducive to learning without restrictions by clothing.

### *Dress Code Guidelines:*

- A student's abdomen should not be seen.
- Male and female underwear and corresponding private areas should be fully covered while in either a seated or standing position.
- Clothing with messages or artwork that promotes illegal or unsafe activities are not allowed (e.g. drugs, alcohol, violence, sexualized content/innuendo, discriminatory messages, etc.)

If a student's dress is determined to be inappropriate for school, parents will be contacted. Students will be asked to change into an appropriate alternative for the rest of the day.

## **8315 HONESTY**

Malpractice, including but not limited to, cheating, plagiarism, collusion, duplication of work, falsification, fabrication, forgery, extortion, lying, stealing, or complicity of any kind will not be permitted.

### *Definitions:*

- a. Cheating - Includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work. The use or attempted use of any unauthorized assistance during an assessment, with an assignment, or on a project.
- b. Plagiarism - Includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. The representation of the ideas or work of another person as the student's own.
- c. Collusion – The supporting of malpractice by another student, as in allowing one's work to be copied, used, or submitted by another student.
- d. Duplication of Work - The use of the same work for more than one course, assignment, or assessment without clear permission from the teacher.
- e. Falsification/Fabrication/Forgery - Includes the verbal or written statement of any untruth; the creation of false data or citations.
- f. Extortion - Willful use of any physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student.
- g. Lying – Making a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression
- h. Stealing – Taking or appropriating without the right or permission to do and with the intent to keep or improperly use.

- i. Complicity – Facilitating any of these preceding actions or performing work knowing that another student would then present as his/her own work.

Attempts toward completion of any act described above constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

## **8315-R HONESTY**

If it has been determined that a student may be or is in violation of Board Policy #8315 Honesty, he/she will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. Subsequent violations will be disciplined progressively and may include suspension from school and/or extra-curricular activities.

If a student engages in academic dishonesty as described in Board Policy #8215 Honesty, he/she may receive a zero on the assignment or assessment and the classroom teacher will notify their parent/guardian. A student may be given an opportunity to complete the assignment or take the assessment to assist the student in mastery of the content; however, the grade may remain a zero. Subsequent violations will be disciplined progressively including possible suspension from school and/or extra-curricular activities.

## **8320 STUDENT USE OF ELECTRONIC COMMUNICATIONS DEVICES**

East Grand Rapids Public Schools encourages students to bring an electronic device to school for use as an educational tool. While in attendance at school students are required to solely use the districts network during the instructional day. Doing so ensures a safe learning environment for all of our students. Failure to comply will result in disciplinary measures.

Students may be in possession of electronic communication devices subject to the terms of this policy and the administrative rules of the District. Such devices shall be used for instructional purposes and such use is at the expressed permission of a teacher and/or administrator. Electronic devices shall not be used at school sponsored events where there is a reasonable expectation of quiet attentiveness, where use of the device would cause disruption, unless there is a bona fide health or safety emergency or unless specifically approved by a school official for a special circumstance.

Electronic devices such as, but not limited to: cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc., and their attachments are not permitted for use by students while they are in a classroom or other academic setting unless given permission to use such a device by a teacher or administrator. Misuse of such devices will result in confiscation.

Use of a camera and/or camera/video feature on an electronic device is prohibited in bathrooms, locker rooms, changing areas, or any other spaces where privacy would be expected. In addition, a camera/video feature on an electronic device may only be used for educational purposes.

Students violating this policy may be subject to disciplinary action (under the procedures for discipline as outlined in Board Policy #8383). The administration shall promulgate rules to enforce this policy at the building level.

## **8320-R STUDENT USE OF ELECTRONIC COMMUNICATIONS DEVICES**

All electronic devices must be used in accordance with school policy and for educational purposes only. Use of any electronic device that disrupts the learning environment or in any other way violates policy #8320 may result in disciplinary action and/or confiscation of the electronic device. Repeated misuse of electronic devices will result in additional progressive disciplinary consequences under Board Policy #8380 Persistent Disobedience.

- Students are expected to turn off / silence all electronic communication devices upon entering a classroom. Use of all electronic devices during class is at the expressed permission of a teacher or administrator. Such devices may not be used during class until instructed to do so.

- Misuse of electronic devices less than 7 inches in diameter (cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc.) will result in the following:
  - First offense: the Building Administrator and/or Assistant Principal will keep the electronic device until the end of the school day.
  - Second offense: the Building Administrator and/or Assistant Principal will keep the electronic device until a parent conference is held.
  - Third offense: the Building Administrator and/or Assistant Principal will keep the electronic device for 5 school days. A parent conference must also be held at the end of the 5 days.
  - Further offenses will result in additional progressive disciplinary consequences under Board Policy #8380 (Persistent Disobedience).
- Students are required to solely use the districts network during the instructional day.
- Electronic devices may not be used to record individuals in a locker room, bathroom, or any other spaces where privacy would be expected. Unauthorized recording or distribution of pictures, video, and audio are prohibited.
- Students may not use any electronic device for academic misconduct.
- Students may not use any electronic device to record a staff member without the express permission from the teacher.

### **8330 DISCRIMINATION AND HARASSMENT OF STUDENTS**

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individuals' gender, race, color, national origin, genetic information (GINA), religion, height, weight, marital status, handicap, age, or disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal, teacher, social worker, or counselor. If it relates to the Principal or Assistant Principal, the complaint should be filed with the Assistant Superintendent of Instruction or the Assistant Superintendent of Business:

East Grand Rapids Public Schools  
 2915 Hall Street SE  
 Grand Rapids, MI 49506  
 Phone: 616-235-3535

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education  
 East Grand Rapids Public Schools  
 2915 Hall Street SE  
 Grand Rapids, MI 49506  
 Phone: 616-235-3535

The School District will not tolerate reprisals against a student reporting in good faith an incident(s) of discriminatory harassment and if reprisal occurs, the School District will promptly investigate and take appropriate action, up to and including expulsion, termination of employment or other corrective action.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. Conduct of a sexual nature is considered unwelcome if the student did not request or invite it and considered the conduct offensive or undesirable. A student's submission to the conduct or failure to complain does not by itself mean that the conduct was welcome, invited or consensual.

Example 1: A student makes offensive sexual jokes to another student, and the student does not object or speak out against them. The student's failure to object standing alone does not mean the jokes were welcome. If a student is comfortable doing so, it is recommended that students voice their objections when it is safe to do so.

Example 2: A female student willingly kisses a male student on one occasion at school. When the male student later attempts to kiss her again, she objects but he does so anyway. The subsequent kiss is unwelcome, despite the mutual consent of the first kiss.

The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

Where appropriate, the School District will take interim measures to assure the safety of students reported to be victims of unlawful sexual harassment, sexual assault or other unwelcome sexual conduct. This may include no-contact orders to students, as well as counseling or other remedial measures.

The School District considers discriminatory harassment based on gender, race, color, national origin, genetic information (GINA), religion, height, weight, marital status, handicap, age, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment, may include, but is not limited to:

Unwelcome conduct of a sexual nature

Examples:

Unwelcome sexual advances, requests for sexual favors, other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence (OCR Dear Colleague Letter – April 4, 2011)

Legitimate non-sexual touching or conduct will generally not be considered sexual harassment. For example, if a staff member or coach briefly hugs a student to congratulate him/her, that is not unwelcome sexual conduct prohibited by School District policy. However, if a hug is unwelcome and occurs under inappropriate or coercive circumstances, it could rise to the level of sexual harassment.

In addition, any form of retaliation against the complainant or witness who makes a good faith report of policy violations is in itself a form of harassment. The School District will take appropriate corrective action, if warranted, in such cases.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights  
600 Superior Avenue, Suite 750  
Cleveland, OH 44114  
(216) 522-4970 phone  
(216) 522-2573 fax

### **8330-R DISCRIMINATORY HARASSMENT (STAFF AND STUDENTS)**

The School District prohibits unlawful sexual harassment at school, including but not limited to, sexual assault, which includes any sexual act directed against a student, forcibly or against that person's will, as well as criminal sexual conduct. Non-forcible sexual acts are also prohibited when the recipient is incapable by reason of age or disability, of giving consent, or where force or coercion is threatened. Use of authority is a form of coercion; in all cases, sexual conduct between adults and students is prohibited and violates School District policy. The School District also prohibits sexual contact between students at school, on a school bus, or at a school-sponsored activity or event.

Title IX prohibits harassment of both male and female students/staff regardless of the sex of the harasser – i.e., even if the harasser and target are members of the same sex. It also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Thus, it can be sex discrimination if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or failing to conform to stereotypical notions of masculinity and femininity. Title IX also prohibits sexual harassment and gender-based harassment of all students, regardless of the actual or perceived sexual orientation or gender identity of the harasser or target.

Although Title IX may not prohibit discrimination based solely on sexual orientation, Title IX protects all students, including lesbian, gay, bisexual, and transgender (LGBT) students, from sex discrimination. When students are subjected to harassment on the basis of their LGBT status, they may also be subjected to forms of sex discrimination prohibited under Title IX. The fact that the harassment includes anti-LGBT comments or is partly based on the target's actual or perceived sexual orientation does not relieve a school of its obligation under Title IX to investigate and remedy overlapping sexual harassment or gender-based harassment.

All sexual activity or conduct between District employees and students is a violation of Board Policy, is prohibited, and must be reported by District employees, when known. Students, parents and guardians are strongly encouraged to immediately report all such suspected or known conduct to the District's Compliance Officers, principal, assistant principal, teacher, social worker or counselor. The School District shall immediately investigate and take prompt corrective and remedial action.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender-based harassment, sexual assault, misconduct, sexting or any coercive conduct of a sexual nature. Those who violate School District policy are subject to discipline up to expulsion from school, termination of employment, or other appropriate action

Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the District Compliance Officers. Any complaint of sexual assault, misconduct or harassment may also be reported to the superintendent's office, a principal, assistant principal, teacher, social worker, or counselor. In addition, any student or parent who believes their student has been subjected to a criminal sexual assault or criminal sexual conduct at school, may file a complaint with law enforcement. In such cases, the School District will coordinate with law enforcement and will also conduct its own investigation using a preponderance of evidence standard, which differs from

the standard used by law enforcement, to determine whether there has been a violation of the Student Code of Conduct. The School District may also refer a complaint under this policy to law enforcement for their independent review.

*District Compliance Officers*

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Mrs. Jennifer S. Fee  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
jfee@egrps.org  
(616) 235-3535 x4120

Mr. William Behrendt  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
wbehrend@egrps.org  
(616) 235-3535 x4130

Mr. Tim Johnston  
East Grand Rapids Public Schools  
2211 Lake Drive SE  
Grand Rapids, MI 49506  
tjohnsto@egrps.org  
(616-235-7593 x5450

Mr. Kevin Philipps  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
kphilipps@egrps.org  
(616) 235-3535 x4129

*Investigation and Complaint Procedure*

Any student or staff member who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

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

*Informal Complaint Procedure*

The goal of the informal complaint procedure is to stop inappropriate behavior and facilitate resolution through an informal process.

The informal complaint procedure is provided as a less formal option for a student/staff who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

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

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student/staff feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs and/or the team will be available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

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

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students/staff who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student/staff claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student/staff about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 5035 and 8330 – Discriminatory Harassment as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student/staff claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

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

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

#### *Formal Complaint Procedure*

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student/staff elects to file a formal complaint initially, the formal complaint process shall be implemented.



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

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

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

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

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

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 5035 and 8330 – Discriminatory Harassment. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide the recommendations based on the evidence

and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business 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) business days of this meeting. The decision of the Board will be final.

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

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

## **8331 BULLYING**

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 behavior.

### **A. 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, 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 or 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.

#### B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/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). Confidentiality will be assured for any individual who reports an act of bullying. 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.

A school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in the school district's or public school academy's policy and who makes this report in compliance with the procedures set forth in the policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. However, this immunity does not apply to a school official who is designated under subsection F, or who is responsible for remedying the bullying, when acting in that capacity.

#### C. 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.

#### D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/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.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school may be subject to disciplinary action, up to and including suspension or expulsion, after consideration of Mitigating Factors. Students may be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term

- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District

#### E. 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.

#### F. 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.

#### G. Publication of Policy

Notice of this policy will be annually discussed with students and incorporated into the teacher, student, and parent/guardian handbooks.

#### H. Consideration of Restorative Practices

The District will consider restorative practices to remediate offenses such as interpersonal conflicts, bullying, harassment and cyberbullying before imposing discipline under Policy #8331 (MCL 380.1310c).

#### *Definitions*

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

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

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

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

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
2. Adversely affecting the ability of a student to participate in or benefit from the school districts or public school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

“Staff” includes all school employees and Board members.

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

“Telecommunications access device” and “telecommunications service provider” mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

For further definition and instances that could possibly be construed as Harassment, see Policy 8330; Hazing, see Policy 8332.

## **8332 HAZING**

### *Hazing Prohibited*

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, may be subject to one or more of the following disciplinary actions, after consideration of Mitigating Factors:

- Removal from participation in extra-curricular activities;
- Conference with parent(s)/guardian(s);

- Suspension for up to 10 days;
- Long term suspension for the remainder of the school term;
- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year;
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the School District.

“Hazing”, as defined by state law, is also a crime in the state of Michigan.<sup>1</sup> In addition to possible prosecution by the local authorities if a student violates this law, the student may also be subject to disciplinary action under this policy.

### *Sexting*

The act of possessing, sharing or displaying lewd or nude pictures or images of students via social media or otherwise is a violation of law and School District policy. In addition to possible prosecution by the local authorities if a student violates this law, the student will also be subject to disciplinary action under this policy.

This policy shall be included in all student handbooks of the District and shall be disseminated to the public in a manner to be determined by the Superintendent.

Approved: August 30, 2004

LEGAL REF: MCL 750.411t (PA 11 of 2004, AKA “Garret’s Law”)

<sup>1</sup> As defined in MCL 750.411t, “hazing” means “an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participation in, holding office in, or maintaining membership in any organizations. Further, the term “organization” means “a fraternity, sorority, association, corporation, order, society, corps, cooperative club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.”

## **8335 UNLAWFUL SUBSTANCES & OTHER CRIMINAL ACTS**

All students are expected to abide by this conduct policy regarding use of unlawful substances, or those represented as such. All students are prohibited from the use, possession, purchase, sale or distribution of any form, or those represented as such, of alcohol, inhalants, marijuana, illicit drugs, drug paraphernalia, tobacco, non-tobacco nicotine products, or inhalation-type products or paraphernalia. Inhalation-type products include, but are not limited to, vaping instruments, electronic cigarettes, dissolvable, chewing tobacco, mods, or hookahs.

### *Application and Scope*

The policy will apply to all students and their involvement in school, extra-curricular, school-sponsored, and athletic activities of the East Grand Rapids Public Schools. The policy applies to all students at any place and at any time. The policy will apply on a 12-month basis, beginning with enrollment in the district and ending with high school graduation or the last scheduled extra-curricular and/or co-curricular activity of the school year of graduation, whichever comes last.

Students who attend school or a school-sponsored event on or off school property under the influence of an unlawful substance will be considered to be in possession of such substance on-campus and thus subject to penalties under 8335-R II.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

## **8335-R UNLAWFUL SUBSTANCES AND OTHER CRIMINAL ACTS**

If it has been determined that a student is unlawfully using, possessing, purchasing, selling or distributing unlawful substances, or those represented as such, the Suspension Procedures (Policy 8390) shall be followed. In addition, the school will seek to recommend appropriate education or counseling programs. Tobacco, or inhalation- type tobacco and non-tobacco nicotine violations will be disciplined progressively. Second and subsequent violations of Policy #8335 not related to tobacco, or non-tobacco nicotine products, or inhalation-type products, will be disciplined progressively and according to the location and type of the most recent offense.

Offenses involving illegal substances will be cumulative for two (2) years from the date of the offense. An offense occurring after the two-year window will be disciplined and reported as if the offense is a first offense; however, all violations of #8335 remain in the student's file and on record.

#### *Reporting To Post-Secondary Institutions*

School personnel are prohibited from reporting student discipline to post-secondary institutions, unless the school administration deems a discipline violation to be of a significant criminal nature or one that involves a significant threat to the safety of the individual or others. Such violations may include, but are not limited to, weapons, violence, or the delivery of a controlled substance. Such discipline violations will be reported when in the judgment of the school it would be irresponsible or unprofessional not to do so. School personnel, specifically counselors, when presented with an application question regarding a student's discipline, will mark the option "school policy prevents me from reporting" for all students unless the discipline violation is of a significant criminal nature or involves a significant threat to the safety of the individual or others.

#### *Limitations of Review*

Administrators observe the right to decline to investigate a report if a significant amount of time has lapsed and/or if the administration is unable to conduct an adequate investigation.

#### *Suspensions From Extra-Curricular Activities*

A student prohibited from extra-curricular activities shall not attend or participate in contests, games, meets, banquets, and/or performances. A student prohibited from extra-curricular activities is permitted to attend practices. Scrimmages are considered practices.

THE FOLLOWING CONSEQUENCES APPLY TO ALL STUDENTS ON SCHOOL GROUNDS OR AT ANY SCHOOL ACTIVITY/EVENT:

I. PENALTIES FOR USE, POSSESSION, SALE, DISTRIBUTION, OR PURCHASE FOR DISTRIBUTION OF TOBACCO, NON-TOBACCO NICOTINE PRODUCTS, INHALATION-TYPE PRODUCTS, OR THOSE REPRESENTED AS SUCH

A. USE OR POSSESSION:

1.) First Offense:

The student will receive up to a one (1) day school suspension and a three (3) day suspension from any extra-curricular or school-sponsored activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

2.) Second Offense:

The student will receive a one (1) day suspension from school and a seven (7) day suspension from school-sponsored and extra-curricular activities. The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

3.) Third Offense:

The student will receive a two (2) day suspension with a fourteen (14) day suspension from school-sponsored and extra-curricular activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

#### B. SALE, DISTRIBUTION, OR PURCHASE FOR DISTRIBUTION

##### 1.) First Offense

The student will receive up to a three (3) day suspension from school, plus a seven (7) day suspension from any extra-curricular or school-sponsored activity. Tobacco/non-tobacco nicotine products and related paraphernalia will be confiscated.

##### 2.) Second Offense:

The student will receive a five (5) day suspension from school and a fourteen (14) day suspension from school-sponsored and extra-curricular activities. The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

##### 3.) Third Offense:

The student will receive up to a ten (10) day suspension with a twenty-eight (28) day suspension from school-sponsored and extra-curricular activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

#### II. PENALTIES FOR ON-CAMPUS SUBSTANCE ABUSE VIOLATIONS:

##### A. POSSESSION/USE OF THE FOLLOWING ITEMS OR THOSE REPRESENTED AS SUCH: ALCOHOL AND/OR MARIJUANA:

##### 1.) First Offense:

The student will receive a five (5) day suspension from school. The student will receive a fourteen (14) day suspension from extra-curricular and school-sponsored activities. The student may continue to attend practice during a extra-curricular suspension at the completion of the school suspension.

The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the fourteen (14) day suspension.

##### 2.) Second Offense:

The student will receive an eight (8) day suspension from school. The student will receive a twenty-eight (28) day suspension from extra-curricular and school-sponsored activities. The student may continue to attend practice during a extra-curricular suspension at the completion of the school suspension.

##### 3.) Third Offense:

The student will receive a ten (10) day suspension from school and/or recommendation for permanent expulsion from East Grand Rapids Public Schools.

The student will be prohibited from extra-curricular and school activities for not less than twenty-eight (28) days. The student may continue to attend practice during a extra-curricular



suspension at the completion of the school suspension. After this time, the student may appeal to the principal for reinstatement to extra-curricular and school-sponsored activities. This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches; teachers and community representatives that indicate the student should be reinstated.

**B. POSSESSION/USE OF THE FOLLOWING ITEMS OR THOSE REPRESENTED AS SUCH: INHALANTS, ILLICIT DRUGS, DRUG PARAPHERNALIA:**

**1.) First Offense:**

The student will receive a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools.

The student will be prohibited from extra-curricular and school-sponsored activities for fourteen to twenty-eight (14-28) days. The student may continue to attend practice during a extra-curricular suspension at the completion of the school-suspension.

The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.

**2.) Second Offense:**

The student will receive a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight to ninety (28-90) days. The student may continue to attend practice during a extra-curricular suspension at the completion of the school suspension.

The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities/privileges after the extra-curricular suspension.

**3.) Third Offense:**

The student will receive a ten (10) day suspension from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities for one (1) calendar year.

**III. SELLING, DISTRIBUTING, OR PURCHASING FOR DISTRIBUTION ANY FORM OF THE FOLLOWING ITEMS OR THOSE REPRESENTED AS SUCH; ALCOHOL, INHALANTS, MARIJUANA, ILLICIT DRUGS, DRUG PARAPHERNALIA:**

**1.) First Offense:**

The student will receive a minimum of a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight (28) days or for the duration of the suspension/expulsion. The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.

**2.) Second Offense:**

The student will receive a minimum of a ten (10) day suspension from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities during the duration of the suspension.

THE FOLLOWING CONSEQUENCES APPLY TO ALL STUDENTS OFF CAMPUS ANYWHERE, ANYTIME

I. PENALTIES FOR OFF-CAMPUS SUBSTANCE ABUSE VIOLATIONS:

A. POSSESSION OR USE OF ALCOHOL OR MARIJUANA:

1.) First Offense:

The student will receive a fourteen (14) day suspension from extra-curricular and school-sponsored activities. The student may continue to attend practices.

The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school sponsored activities privileges after the fourteen (14) day suspension.

2.) Second Offense:

The student will receive a twenty-eight (28) day suspension from extra-curricular and school sponsored activities. The student may continue to attend practices.

The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular activities privileges after the twenty-eight (28) day suspension.

3.) Third Offense:

The student will be prohibited in extra-curricular and school sponsored activities for not less than twenty-eight (28) days. After this time, the student may appeal to the principal for reinstatement to extra-curricular and school sponsored activities.

This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches, teachers, and community representatives that indicate the student should be retained.

B. POSSESSION/USE OF THE FOLLOWING ITEMS OR THOSE REPRESENTED AS SUCH; INHALANTS, ILLICIT DRUGS, DRUG PARAPHERNALIA:

1.) First Offense:

The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight (28) days. The student must participate in an approved substance abuse/decision making education program or present proof or enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.

2.) Second Offense:

The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight to ninety (28-90) days. The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in

order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight to ninety (28-90) day suspension.

3.) Third Offense:

The student will be prohibited from extra-curricular and school-sponsored activities for one (1) calendar year. After this time the student may appeal to the principal for reinstatement to extra-curricular and school sponsored activities.

This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches, teachers, and community representatives that include the student should be reinstated.

## **8340 THEFT AND VANDALISM**

The Board of Education will not be responsible for damage, theft, and vandalism to any equipment or property other than its own, except under unusual circumstances.

The East Grand Rapids Board of Education offers a reward of up to \$100.00 for information leading to the arrest and conviction of individuals involved in acts of theft from or vandalism to East Grand Rapids School property or property used by the school District for a school-related purpose any time during the calendar year.

It is the policy of the East Grand Rapids Board of Education to authorize the Principal of any school to suspend immediately for up to ten (10) days (following the due process procedures) and/or recommend expulsion of any student who can be held responsible for his/her actions and who commits any act of theft or vandalism on the East Grand Rapids school property any time during the calendar year.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

## **8340-R THEFT AND VANDALISM**

All damages and thefts should be reported to the Business Office immediately.

The Board of Education will be responsible for repairs and related service on school equipment or property due to normal use. (NOTE: This includes an annual inspection of equipment and property, and servicing, where deemed necessary.)

The Board of Education will not be responsible for damages caused to equipment, apparel, textbooks, and other items loaned to students. The parent(s)/guardian(s), and/or the student, will be liable for damages caused while this equipment is in possession of said student.

## **8345 ASSAULTS COMMITTED BY STUDENTS**

This policy shall govern the practices followed by East Grand Rapids Schools in connection with a student's conduct in a class, subject or activity in which a student may be suspended and/or expelled as required under the Michigan Compiled Laws.

### *Physical Assaults:*

The Board may permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.131a(12)(B), against a District employee or against a person engaged as a volunteer, as defined by Board policy, or contractor for the District on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event.

For the purpose of this policy, "physical assault" shall be defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

*Reinstatement:*

The parent(s)/guardian(s) of a permanently expelled student, or an emancipated permanently expelled student may petition the Board for reinstatement after 150 school days. The individual shall not be reinstated before 180 school days have expired. The Board shall provide all due process rights to reinstatement as outlined in Student Conduct Code Policy 8300.

*Verbal Assaults:*

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event against a District employee or against a person engaged as a volunteer (as defined by Board of Education policy) or contractor for the District may be expelled by the Board for up to 180 school days. The Board may modify the expulsion period on a case by case basis.

For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

*Assaults Committed by Students*

8345-2

*Physical Assaults Committed Against Other Students*

The Board may expel a student in grade 6 or above for up to 180 school days if the student commits a physical assault, as defined by MCL 380.1210(3)(B), against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event. The Board may modify the expulsion period on a case by case basis.

*Consideration of Mitigating Factors*

Prior to expelling a student for arson, criminal sexual conduct, physical assault, verbal assault, and/or bomb threats, the Board shall consider each of the following factors:

- 1) The student's age.
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil.
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

If, after such consideration, the Board determines a lesser intervention than expulsion is appropriate, than the Board may proceed with a lesser intervention.

*Application to Students with Disabilities*

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services or those students suspected of having a handicap (Sec. 504).

Those who violate Board policy and/or school rules may be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383 and after consideration of the Mitigating Factors.

### **8350 TERRORISTIC THREATS/ACT**

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person.

The Board prohibits any District student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the East Grand Rapids Schools, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity and hereby adopts a “zero tolerance” of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act and to initiate or recommend the most serious disciplinary action available under the law for such threats or acts.

Staff members and students shall be responsible for informing the teacher or counselor or building Principal/designee or the Superintendent regarding any information or knowledge relevant to a possible or actual threat or act. Students or staff members who do not report such incidents are subject to discipline under either Board Policy #8383 or staff discipline procedures.

When the Superintendent has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The Superintendent/designee shall immediately suspend the student.
2. The Superintendent/designee shall promptly report the incident to the Board President.
3. Based upon further investigation, the Superintendent will determine whether the student shall be reported to law enforcement officials.
4. The Superintendent, based upon further investigation, shall recommend expulsion of the student, if appropriate, to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

### **8355 WEAPON-FREE SCHOOLS**

A student or visitors shall not bring a weapon to East Grand Rapids Public schools, MCL 380.1311; 750.237a. The Gun-Free Schools Act of 1994 established the guidelines for the policy, 20 USCA §8921. 18 USCA §921 defines “firearm” as:

- A. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile of an explosive;
- B. The frame or receiver of any such weapon;
- C. Any firearm muffler or silencer, or destructive device, including bombs, rockets, or any other explosive type devices. Such term does not include an antique firearm. The term "destructive device" means:
  - 1. Any explosive, incendiary, or poison gas;
  - 2. Bomb;
  - 3. Grenade;
  - 4. Rocket having a propellant charge of more than four ounces;
  - 5. Missile having an explosive or incendiary charge of more than one-quarter ounce;
  - 6. Mine; or
  - 7. Device similar to any of the devices described in the proceeding clauses.
- D. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- E. Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (1) or (2) and from which a destructive device may be readily assembled.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

Any student who brings a "weapon"/firearm" to school will be expelled for not less than one (1) year. (Board Policy #8355)

## **8360 SAFETY**

All students are expected to comply with the state and federal laws and local ordinances pertaining to the possession of weapons or explosives, the approved safety and fire codes, and laws pertaining to civil disobedience. All criminal activities are prohibited including but not limited to the following:

- a. The possession or use of firecrackers, slingshots, fireworks, squirt guns, smoke guns, knives, razors and other items which, in the principal's discretion, could do injury to persons or property;
- b. Violation of approved safety and fire codes;
- c. Engaging in acts of civil disobedience;
- d. Setting false fire alarms or acts of arson; and/or
- e. Physical attacks, fighting, extortion and/or threats or activities, which endanger the safety or wellbeing of others.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

## **8363 CRIMES COMMITTED BY STUDENTS**

MCL 380.1308 requires law enforcement agencies, throughout the calendar year, to make a report to school Districts of incidents reported to the law enforcement agency that allege the commission of a crime and that, according to the incident report, either occurred on school property or within 1,000 feet of the school property or involved a pupil or staff member of the school as a victim or alleged perpetrator. Similarly, school Districts are required to provide law enforcement agencies with information regarding incidents that have occurred at school that are required to be reported according to the statewide school safety information policy.

If the Superintendent receives information from a law enforcement agency that a student has committed a crime anytime during the calendar year, reportable under MCL 380.1308, and he/she determines that the alleged actions of the student could potentially pose a threat to the school community, the Superintendent:

- a) Shall request a meeting with the student, parent(s)/guardian(s) of the student, law enforcement officials, and school personnel to determine if the student poses a threat to the school community. Under MCL 380.1308, the parent(s)/guardian(s) are required to provide the school with access to information regarding the crime committed or allegedly committed.
- b) May recommend to the Board of Education a suspension, expulsion, or alternative placement of the student in an appropriate educational setting of over 10 days after consideration of the information gathered under paragraph "a" above.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with Special Education rules.

The student and/or the parent(s)/guardian(s) may appeal the Board of Education's decision to the Kent County Circuit Court or the United States District Court for the Western District of Michigan.

### **8365 SEARCHES OF MOTORIZED VEHICLES, LOCKERS, AND STUDENTS**

Searches of lockers, motorized vehicles and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

#### *Lockers*

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms;
- Explosives;
- Dangerous weapons;
- Flammable material;
- Illegal controlled substances or controlled substances analogues or other intoxicants;
- Contraband;
- Poison; and
- Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the

Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent(s)/guardian(s) of the pupil assigned a school locker.

#### *Students*

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee is authorized to search students. All searches shall be carried out in the presence of an adult witness.

#### *Strip Searches*

No strip searches shall be conducted by school authorities.

#### *Law Enforcement Searches*

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

### **8365-R SEARCHES OF MOTORIZED VEHICLES, LOCKERS, AND STUDENTS**

Searches of lockers, motorized vehicles and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

#### *Lockers*

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms;
- Explosives;
- Dangerous weapons;
- Flammable material;
- Illegal controlled substances or controlled substances analogues or other intoxicants;
- Contraband;



- Poison; and
- Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent(s)/guardian(s) of the pupil assigned a school locker.

#### *Motorized Vehicles*

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school or joint facilities property, or property used by the School District for a school-related purpose by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspect that the contents of the motorized vehicle may present a threat or potential threat to the health, safety or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

#### *Students*

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee is authorized to search students. All searches shall be carried out in the presence of an adult witness.

#### *Strip Searches*

School authorities shall conduct no strip searches.

#### *Law Enforcement Searches*

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

### **ADDITIONAL MIDDLE SCHOOL LOCKER RULES**

*DO NOT* give out your combination to anyone! Students may not change lockers from those originally assigned without permission from an administrator. Students are responsible for the materials, supplies and books in their locker. New textbooks will not be issued until financial restitution is made.

Students will be financially responsible for damage to lockers, and for lock replacement. Locks provided by the school are the only locks allowed! If a lock is lost, students may purchase a new lock from the main office. Lock replacement cost is \$5.00.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

## **8370 INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL**

It shall be the policy of the District that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. Administration and school personnel may interrogate students and conduct investigations.

If there is interrogation of students by a law enforcement officer on school property, school officials are required to notify the parent(s)/guardian(s) of a minor student who is a victim or witness when law enforcement authorities interview the student.

## **8375 INTERROGATION OF STUDENTS BY LAW ENFORCEMENT PERSONNEL**

If there is interrogation of students by a law enforcement officer on school property, school officials are required to notify the parent(s)/guardian(s) of a minor pupil who is a victim or witness when law enforcement authorities interview the pupil.

## **8378 FAILURE TO COMPLY AND INTERFERENCE**

All students are expected to comply with the directions of an administrator, teacher, or support staff members acting in performance of his/her duties. Students who fail to comply with such directions and/or interfere with school personnel carrying out their duties will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

## **8380 PERSISTENT DISOBEDIENCE**

Students who commit repeated acts of insubordination or disrespect to administrators, teachers, or support staff members will be disciplined.

### **8380-R PERSISTENT DISOBEDIENCE**

First Offense: A one to three (3) day suspension without credit.

Second Offense: Three (3) to ten (10) day suspension without credit.

Third Offense: A recommendation from the Principal or Assistant Principal for disciplinary action up to and including expulsion.

## **8381 EMERGENCY RESTRAINT AND SECLUSION**

East Grand Rapids Public Schools has adopted the State of Michigan's Public Acts 394-402 of 2016 regarding the use of emergency restraint and seclusion. Seclusion and/or restraint will only be used to ensure the safety of a student or others. East Grand Rapids Public Schools adheres to the following objectives established within Public Acts 394-402:

- (a) Promotes the care, safety, welfare, and security of the school community and the dignity of each pupil.
- (b) Encourages the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- (c) Ensures that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

## **8383 PROCEDURES FOR DISCIPLINE**

If it is believed that a student did violate the policy on expectations for student behavior, the Principal/designee will discuss with the student the specific charges, and appropriate disciplinary action. The student will be allowed to explain and defend his/her conduct. This discussion may also involve a teacher, counselor, coach, athletic director and/or other co-curricular leader. Students will be disciplined fairly and consistently.

Following this discussion, the Principal/designee will determine if the student has violated school policy and if so, will determine appropriate disciplinary action. The student and parent(s)/guardian(s) will be notified immediately of the decision. If the discipline includes a suspension, the procedures listed under suspensions shall be followed. If the discipline includes a suspension, the procedures listed under suspensions (Policy 8390) shall be followed.

In addition, the Board or its designee(s) shall consider the following factors when determining discipline for a student in violation of Board Policy:

- 1) The student's age.
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil.
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with Special Education rules.

Disciplined students who violate local, state, or federal laws will be referred to the City of East Grand Rapids Public Safety Department.

#### *Appeals of Extra-Curricular Suspensions*

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding an extra-curricular and/or school-sponsored activity suspension within two (2) school days to the building principal. Extra-curricular suspensions may not be appealed beyond the building principal.

#### *Appeals of School Suspensions*

Students, parents, or guardians have the right to appeal the disciplinary decision regarding a school suspension in writing within two (2) school days to the Superintendent/designee.

If dissatisfied with the Superintendent's decision, appeal may be made in writing to the Board of Education within three (3) school days. The Board President shall then designate a committee of three (3) Board members to review the appeal. If the committee does not uphold the discipline action, the committee's recommendation proceeds to the full Board. Any action by the Board will be made in open session, and the student's name will not be made public as required by law. The student or the student's parent/guardian may request a closed hearing to consider the student's discipline, suspension, or dismissal.

If the student's behavior results in a legal action, school officials have the option to delay school disciplinary action until the student's case has been adjudicated, or disciplinary action may be immediately imposed based on the best interests of the educational program and/or staff and student safety.

## **8385 SUSPENSIONS OR EXPULSIONS REQUIRED BY STATUTE**

The Board will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

### *Weapons, Arson, Criminal Sexual Conduct*

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

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

### *Physical and Verbal Assault*

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor.

### *Bomb Threats*

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student makes a bomb threat or similar threat directed at the District's school building(s), property, or at a school-related activity.

Definition of physical and verbal assault, and 'at-school' can be located in policy 8345.

### *Consideration of Factors*

Prior to expelling a student for arson, criminal sexual conduct, physical assault, verbal assault, and/or bomb threats, the Board shall consider each of the following factors:

- 1) The student's age.
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil.

- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

If, after such consideration, the Board determines a lesser intervention than expulsion is appropriate, than the Board may proceed with a lesser intervention.

Consideration of such factors does not apply to a student being expelled for possessing a firearm in a weapon free school zone.

#### *Alternative Services*

An expelled or suspended student may be enrolled in the (Kent County Alternative Education Program) upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor may apply for reinstatement in accordance with procedures set forth in the Michigan Department of Education Pupil Accounting Manual.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor may also petition the Board for reinstatement.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's right to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

## **8390 SUSPENSION PROCEDURES**

### *Suspension Procedures by a Teacher*

This policy shall govern the practices followed by East Grand Rapids Schools in connection with a student's conduct in a class, subject or activity for which a pupil may be suspended as required under MCL 380.1, Sections 1309, subsections 1 and 2.

A suspension means to exclude a student from school and/or extra-curricular activities for disciplinary reasons for a period of fewer than 60 school days.

The purpose of this policy is to provide guidelines for which a teacher may cause the pupil to be suspended from class, subject or activity for up to one (1) full school day.

- a. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.

b. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

c. Any student suspended from the same class, subject, or activity for ten accumulative school days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspensions of more than 10 school days.

#### *Applications to Students with Disabilities*

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services and for those suspected of having a handicap (Sec 504).

#### *Suspension Procedures by Principal/Designee*

The procedures for discipline outlined in Board Policy 8383 will precede the decision for suspension.

The building Principal/designee is authorized by the Board of Education to suspend a student for up to ten (10) days for violation of the Board Policy #8383 (Student Conduct Policy). With Board of Education approval, the Principal/designee may suspend a student for more than 10 days.

A. Students and parent(s)/guardian(s) shall be informed of specific charges which could be the basis for suspension or other disciplinary action, and will have an opportunity to respond to the charges.

B. A student and the parent(s)/guardian(s) must be given an opportunity for a hearing with the appropriate school administrator to:

- \* Contest the facts that may lead to suspension or other disciplinary action;

- \* Contest the appropriateness of the sanction imposed by a disciplinary authority.

C. Notwithstanding any of the foregoing, a building administrator shall have authority to remove a student from school for a temporary period not to exceed ten (10) school days while the procedures contemplated herein are being invoked if in his/her judgment the nature of the conduct involved would constitute a danger to persons, or property, or be unduly disruptive of the ongoing educational program.

D. Students who are under temporary suspension are not allowed on school property, nor in any school building during school hours nor shall they attend any school activity, function or event held by the schools on or off school property.

Students, parent(s)/guardian(s) have the right to appeal in writing the disciplinary decision to the Building Principal/designee within 24 hours of learning of the discipline. If dissatisfied with the Principal's/designee's decision, they may appeal in writing to the Superintendent of Schools/designee within two (2) school days.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with the Special Education rules.

#### *Appeals of Extra-Curricular Suspensions*

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding an extra-curricular and/or school-sponsored activity suspension within two (2) school days to the building principal. Extra-curricular suspensions may not be appealed beyond the building principal.

### *Appeals of School Suspensions*

Students, parents, or guardians have the right to appeal the disciplinary decision regarding a school suspension in writing within two (2) school days to the Superintendent/designee.

If dissatisfied with the Superintendent's decision, appeal may be made in writing to the Board of Education within three (3) school days. The Board President shall then designate a committee of three (3) Board members to review the appeal. If the committee does not uphold the discipline action, the committee's recommendation proceeds to the full Board. Any action by the Board will be made in open session, and the student's name will not be made public as required by law. The student or the student's parent/guardian may request a closed hearing to consider the student's discipline, suspension, or dismissal.

## **8390-R SUSPENSION PROCEDURES**

When a student is suspended from extra-curricular activities for a given number of days, Saturdays and Sundays are included, but holidays and school vacation periods are excluded including summer vacation unless a co-curricular or school-sponsored activity occurs during the holiday or vacation period.

Students whose discipline includes completing a substance abuse education program must fulfill the program requirements expeditiously. The student is required to present proof of completion of an approved program to the school. The school in turn will provide follow-up with the student by a counselor, administrator, police-liaison or youth development volunteer.

A student suspended for disciplinary reasons may not receive credit for daily work (i.e. home-work, quizzes, etc.). Students shall be given the opportunity to earn credit for exams, quizzes, tests, and major projects.

## **8395 EXPULSION PROCEDURES**

The following procedural guidelines will govern the expulsion process:

Prior to any expulsion recommendation, (except a mandatory expulsion pursuant to MCL 380.1311(2): Possession of a firearm in a weapon free school zone) the Board or its designee(s) shall consider the following factors when determining expulsion for a student in violation of Board Policy:

- 1) The student's age
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

Written notice of charges against a student shall be supplied to the student and parent(s)/guardian(s) by certified mail with a return receipt or hand delivered with a signed acceptance letter, if possible. Within this notice shall be a

statement of a reasonable time and place for a hearing. The hearing shall be conducted by at least a quorum of the Board of Education that shall make its determination solely upon the evidence presented at the hearing. The hearing is not a legal proceeding and observance of technical rules of evidence shall not be required at such hearing. The student shall be advised that the hearing will be open to the public unless the student or the parent(s)/guardian(s) of a minor student make a written request to the Board that it be a closed hearing. Any final action by the Board of Education will be taken in Open Session, and the student's name will then be made public as required by law. The minutes of the Board Hearing shall constitute the record. Parent(s)/Guardian(s) may be present at the hearing and legal counsel may represent the student.

Students and school authorities shall be given an opportunity to give their versions of the facts and the implications of such facts. Both parties should be allowed to offer testimony of other witnesses and present other evidence.

The student, parent(s)/guardian(s) or attorney shall be allowed to observe the evidence offered against the accused.

A majority of the Board of Education shall state within a reasonable time after the hearing, its findings as to whether or not the student charged committed the conduct charged and its decision as to expulsion. The Board may implement any discipline if determined appropriate. Only Board members who were present at the hearing may vote.

A student who is expelled shall receive no credit during the duration of a student expulsion.

*Expulsion Procedures*                      8395-2

Students who have been expelled from school are not allowed on school property, nor in any school building during school hours nor shall they attend any school activity, function or event held by the schools on or off school property.

The decision of the Board shall be reduced to writing and sent to the student and parent(s)/guardian(s) by Certified mail with a return receipt, or be hand delivered with a signed acceptance letter, if possible.

The student and parent(s)/guardian(s) shall be made aware of their right to appeal the decision of the Board of Education to the Kent County Circuit Court or the United States District Court for the Western District of Michigan.

**8397 SUSPENDED OR EXPELLED STUDENTS ON SCHOOL PROPERTY**

Students who are under temporary out-of-school suspension or have been expelled from school are not allowed on school property, or in any school building during school hours nor shall they attend any school activity, function, or event held by the schools on or off school property. During the school day, students who serve a temporary in-school suspension may only be on school property as it is defined by the administration. Outside of the school day on the day(s) of the in-school suspension(s) the student may not be on school property, or in any school building nor shall they attend any school activity, function, or event held by the schools on or off school property.

A student prohibited from extra-curricular activities shall not attend or participate in contests, games, meets, banquets, and/or performances. A student prohibited from extra-curricular activities is permitted to attend practices. Scrimmages are considered practices.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services or those students suspected of having a handicap (Sec. 504).

**SELECT BOARD OF EDUCATION POLICIES**

The following Board of Education Policies have been selected as the most relevant to East Grand Rapids Middle School. This is not an exhaustive list of Board of Education Policies. The Board of Education actively reviews all policies and



makes updates from time to time. The complete list of policies can be found on the district website at: <http://www.egrps.org/District/Board-of-Education/index.html>. All students are bound by the full list of policies published online.

## **3780 TRANSPORTATION FOR ATHLETICS AND FIELD TRIPS**

Students may be transported to and from events by school owned vehicles under rules established by the Superintendent, provided that the event is a school sponsored or school approved activity. Students may also be transported to or from school events by parent(s)/guardian(s), their designee, other students, or themselves. All such vehicles shall be equipped with seat belts. Students shall wear seat belts as required by law. In the event that school vehicles are used to transport students to or from an activity all passengers are required to use available safety equipment (i.e. seat belts). School buses and vans will not be used unless the activity for which transportation is required is a function of the school and is sponsored or approved by the school District.

## **4510 COMPUTER NETWORK**

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the internet for students, staff and members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

### *District Accounts*

The Board authorizes the Superintendent to provide user accounts for students, staff, and members of the Board, to access to the District computer network and the internet, including electronic mail and file server space for developing and publishing material on the worldwide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

District accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. Electronic mail in District accounts will not regularly be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the District's policy and rules on student records.

### *Access to Inappropriate Material*

To the extent practical, technology protection measures such as internet filters shall be used to block or filter internet, or other forms of electronic communications including access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### *Inappropriate Network Usage*

To the extent practical, steps shall be taken to promote the safety and security of users of the East Grand Rapids Public Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of all staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy and the Children's Internet Protection Act.

### *Privacy*

The School District may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies 5180-Unauthorized Release of Information and 8940-Student Records.

### *System Integrity*

The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

### *Network Use*

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published on the district web site for students, parents, staff, and Board members.

The rules/procedures shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the District's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyber bullying, understanding cyber bullying is a violation of District policy, and learning appropriate responses if they are victims of cyber bullying. (Cf. 5202 and 8260)

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.

- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.
- The District shall maintain a limited public access system for the purpose of allowing visitors to the district to access internet services. This system will utilize a publically known user and password and be activated or deactivated at the district's discretion. The public access system will not be available for student use at any district building during school hours.
- Students are required to solely use the district network during the instructional day.

#### *Limiting Access*

The administration may make use of technology which attempts to block access by individual users to networked computers, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

### **4510-R COMPUTER NETWORK**

Planning and funding for computer networking in the District shall be handled in accord with the District's policy and rules on technology.

#### *Supervised Use*

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

School libraries and media centers will provide networked computers for students and staff to use for research purposes. Library/media center staff and district technology shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over personal research.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

#### *Violations of Conditions*

Upon receiving notification of a violation of District rules or policies, the system administrator may suspend or terminate a staff members or student's District account. The system administrator may access any and all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the student or staff member user of the suspected violation and provide an opportunity for explanation. If the alleged violation

should involve a member of the Board of Education, the system administrator shall relay that information to the Superintendent who shall relay the complaint to the President of the Board, or, in the case of a complaint against the President, to the Vice President of the Board. A Board member's District account shall not be terminated unless by a majority vote of the Board. Student or staff users may request a review hearing with the building principal and/or a different system administrator than the one who imposed the suspension or termination within seven days of the action, if the user feels the action was unjust.

### *System Integrity and Security*

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users.

### *Password Rules*

In order to ensure the security of our systems, East Grand Rapids Public Schools staff member passwords are subject to the following rules:

- Password must contain a minimum of 13 total characters
- Password must use both upper and lower case letters
- All staff member passwords are required to be changed twice a year
- Password must not be shared with anyone
- All passwords are to be treated as sensitive, confidential East Grand Rapids Public Schools information
- No user in a District building should leave a computer which is logged on to the network unattended
- All users shall promptly report any suspected breach of security or data integrity to the system administrator

The use of a passphrase is encouraged (i.e. The quick red fox jumped). Some common words such as 'password' will be restricted from use. The system administrator may require a user to change a password if it fails to meet the district criteria, or may issue a randomly generated password to a user failing to meet these criteria.

### *Remote Access*

It is the responsibility of the District' contractors, vendors, agents, and students with remote access privileges to the District's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to East Grand Rapids Public Schools.

General access to the Internet for recreational use by immediate household members through the district Network on personal computers is permitted. The district employee is responsible to ensure the family member does not violate any district policies, does not perform illegal activities, and does not use the access for outside business interests. The district employee bears responsibility for the consequences should the access be misused.

Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of East Grand Rapids Public Schools' network:

- Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases. For information on creating a strong pass-phrase see the Password Rules above.
- At no time should any district employee, contractor, vendor, agent, or student provide their login or email password to anyone, not even family members.

- District employees and contractors with remote access privileges must ensure that their district owned or personal computer or workstation, which is remotely connected to the District's corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.
- District employees and contractors with remote access privileges to the District's corporate network must not use non-district email accounts (i.e., Hotmail, Yahoo, AOL), or other external resources to conduct district business, thereby ensuring that official business is never confused with personal business.
- Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
- Non-standard hardware configurations must be approved by Remote Access Services, and IT/IS team must approve security configurations for access to hardware.
- All hosts that are connected to district internal networks via remote access technologies must use the most up-to-date anti-virus software, this includes personal computers.
- Personal equipment that is used to connect to the District's networks must meet the requirements of district-owned equipment for remote access.
- Organizations or individuals who wish to implement non-standard Remote Access solutions to the district production network must obtain prior approval from the network administrator

### *Cloud Computing*

Cloud computing is the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer. Cloud Computing offers a number of advantages including low costs, high performance and quick delivery of services. However, without adequate controls, it also exposes individuals and organizations to online threats such as data loss or theft, unauthorized access to corporate networks, and so on.

- Use of cloud computing services for work purposes must be formally authorized by the IT Manager. The IT Manager will certify that security, privacy and all other IT management requirements will be adequately addressed by the cloud computing vendor.
- For any cloud services that require users to agree to terms of service, such agreements must be reviewed and approved by the IT Manager.
- The use of such services must comply with the district Acceptable Use Guidelines, and the BYOD Standard.
- Employees must not share log-in credentials with co-workers. The IT department will administer cloud based account information for business continuity purposes.
- The use of such services must comply with all laws and regulations governing the handling of personally identifiable information, district financial data or any other data owned or collected by the East Grand Rapids Public Schools.
- The IT Manager decides what data may or may not be stored in the Cloud.
- Personal cloud services accounts may not be used for the storage, manipulation or exchange of company-related communications or company-owned data.

### *Limiting Access*

E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the District server will be blocked. System administrators may also block e-mail following a complaint from any user. Time permitting; an effort will be made by the system administrator to notify the offending system operator of the violation and the District's desire not to be contacted in the future. The system administrator shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.

**EAST GRAND RAPIDS PUBLIC SCHOOLS**  
**RULES ON ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES**

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Users may not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites which are blocked by the District, or attempt to use the network while access privileges are suspended.
- Request of students, staff, or potential hires access to their non-district personal accounts created in the public domain.

Updated: November 1, 2017

## **4460 FOOD ALLERGIES**

The East Grand Rapids Public School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Accordingly, the Superintendent and/or designee shall direct the person in charge of food service programs to act affirmatively and work closely with parent(s)/guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the District's food service programs.

## **5201 STUDENT/PARENT COMPLAINT PROCEDURE**

### **Problem Solving Process**

The following process is suggested for problem solving and communication within the District:

1. Talk to the Teacher/Coach first.
2. If the problem is not resolved, talk to the Principal.
3. If the Principal cannot help, talk to the Superintendent.
4. If the Superintendent cannot help, the Board of Education may be contacted.

## **5205 POSSESSING, TRANSPORTING, OR TRANSMITTING DANGEROUS WEAPONS**

No person shall possess, transport or transmit a dangerous weapon on School District property, Joint Facilities property, or property used by the School District for a school-related purpose, or in a motor vehicle used for a School District-related purpose unless: (a) Prior permission has been granted by the Superintendent; or (b) The person is an on-duty law enforcement officer or, if off duty, the officer is otherwise required by the law enforcement agency to carry a weapon.

A dangerous weapon, within the meaning of this Policy, shall include, by way of description, such things as a firearm, knife, black jack, baton, iron bar, brass knuckles, martial arts devices and incendiary and/or explosive devices. Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. A person, including a student, who violates this Policy will be reported to law enforcement authorities. Employees who violate this policy will be severely disciplined, up to and including discharge.

The Board policy prohibiting students from possessing dangerous weapons is contained in the Student Code of Conduct. The Board, pursuant to state law, shall permanently expel a student in possession of a firearm in violation of the Michigan Revised School Code, MCL 380.1311(2) unless one of the statutory exceptions is established per Policy #8385. To comply with federal law, any finding of an exception shall be reduced to writing. Students may be suspended or expelled for possession of a dangerous weapon, other than a firearm, after consideration of the Mitigating Factors.

## **7110 BASIC PROGRAM**

### *Extra-Curricular Activities*

Participation in co-curricular activities is considered a privilege, carrying with it the responsibility of good behavior. Failure on the part of any student to meet this responsibility renders him/her liable to suspension from representing the school or participating in the activity.

## **7170 FEDERAL PROGRAM ADMINISTRATION**

Federally funded programs are a vital and necessary adjunct to the educational program of the District's schools.

### *Title I Programs*

The Board shall ensure that the District's Title I programs operate in accordance with federal laws and conditions. The Superintendent, or his/her designee, is responsible for administering the District's Title I programs; assessing the educational needs of all students, particularly the needs of educationally at-risk children, developing appropriate communication channels between all parties, developing in service training for parent(s)/guardian(s) and staff, and

developing appropriate evaluation procedures. The requirements of the No Child Left Behind Act shall be followed, and rules and regulations promulgated to ensure that the District is in compliance.

LEGAL REF: 20 USCA 6316, 20 USCA 6318 (No Child Left Behind Act)

## **7170-R FEDERAL PROGRAM ADMINISTRATION**

In order to fully meet the federal guidelines established for Title I programs, the administration shall: Provide timely notification to parent(s)/guardian(s) about their child's Title I selection, instructional objectives, progress reports, achievement levels on state academic assessments as soon as possible after the assessment is taken, and parent(s)/guardian(s) recommendations; establish dates and sites for parent(s)/ guardian(s) teacher conferences; help promote parent(s)/guardian(s) participation in school activities; consult with parent(s)/guardian(s) about how the District can work with parent(s)/guardian(s) to achieve Title I program objectives; and solicit parent(s)/guardian(s) suggestions in the planning, development, and operation of the program.

## **7175 PARENT(S)/GUARDIAN(S) INVOLVEMENT POLICY – GENERAL EDUCATION AND TITLE I PROGRAMS**

The Board recognizes that a child's education is a responsibility shared by the school and family. Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Collaboration between schools and parents is essential to support student learning.

Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to:

- The development and review of instructional materials;
- Inputs on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs;
- District opportunities for parent(s)/guardian(s) to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent and/or designee shall provide a copy of the District's Parental Involvement plan to all parent(s)/guardian(s).

In accordance with the requirement of the No Child Left Behind Act, the East Grand Rapids Board of Education encourages parent(s)/guardian(s) participation in Title I programs. Parent(s)/Guardian(s) must be offered substantial and meaningful opportunities to participate in the education of their children.

The Board directs that the following actions be implemented to insure compliance with federal law:

- The involvement of parent(s)/guardian(s) in the planning, implementation and evaluation, and improvement of Title I programs/services through parent information sessions.
- Invitations to parent(s)/guardian(s) to attend at least an annual meeting, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/ guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/guardian(s) if practicable;
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by Title I staff at regularly scheduled parent(s)/guardian(s)-teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s);
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;



- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s).

*Written Plans/Policies*

The East Grand Rapids Public School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan, and directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- To integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs;
- To review and evaluate the District’s plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and
- To distribute the District plan to parent(s)/guardian(s) of participating children and to the local community through the Annual Education Report.

*Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement*

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

LEGAL REF: 20 USCA§6318 (No Child Left Behind Act)

**7355 TECHNOLOGY CODE OF ETHICS**

The use of technology by East Grand Rapids Public Schools is an opportunity to extend and enhance learning, productivity, and information processing to all students, faculty, and staff. The computer hardware and software of the East Grand Rapids Public Schools shall be used solely for educational purposes specified by the Board of Education and staff of the East Grand Rapids Public Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited.

*Rights*

Students and Staff:

- May use hardware, software, and network services which they have received permission to use;
- May access information from resources outside the school District; and
- May access the Internet to receive and send information.

*Responsibilities*

Students and Staff are responsible for:

- Utilizing information technology only for educational purposes, including, but not limited to the attainment of outcomes, goals, and objectives specified in curriculum documents of the District or otherwise delineated by teachers, administrators, and the Board of Education;
- Using hardware, software, and network services in a manner that enables its ongoing usage;
- Adhering to the rules, including but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks and the school;
- Obtaining permission from a school official before bringing in their own software and using it on school equipment;
- Avoiding installing computer viruses or enabling the spread of such viruses on school equipment.
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords;
- All material received from sources outside the school District, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Adhering to the law and District policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files;
- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying; and
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.

## **7355-R TECHNOLOGY CODE OF ETHICS**

### *Disciplinary Action*

Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:

- A. Banning their use of school information technology;
- B. Making full financial restitution for any unauthorized expenses incurred of any damages caused;
- C. Attending training sessions; and
- D. Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school system up to dismissal from employment, litigation, or expulsion from school.

In the cases of online copyright infringement and staff and student use of the Internet to obtain prurient content, specific discipline schemes have been devised. Online copyright infringement, i.e.: illegal file sharing, results in:

- A. First offense – sending an email notice.
- B. Second offense – building tech meets with person to help them turn off the software.
- C. Third offense – strong warning and notice that disciplinary action will be taken if action continues.
- D. Fourth offense – disciplinary action taken.

Obtaining prurient content (i.e.: pornography) online results in:

- A. First offense – verbal warning.

B. Second offense – written warning.

C. Third Offense – disciplinary action.

For serious offences, disciplinary action may be taken immediately.

## **7380 STUDENT SURVEY REQUIREMENTS**

A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the District receives prior consent from a student over 18 years of age, or prior written consent from the parent(s)/guardian(s) of a student less than 18 years of age. If a survey is done anonymously, parent(s)/guardian(s) consent is not required; however, the parent(s)/guardian(s) may request that their child not participate in any survey.

## **7580 HOMEWORK**

Homework is one means of teaching the necessary skills of independent study and learning outside the classroom. Homework assigned will depend on the judgement of each teacher based on knowledge of the student's ability and the practice of good learning theory. The following are some reasons for homework:

- To complete work started in class.
- To expand and/or enrich regular class work.
- To build interest in reading and learning.
- To make up work missed due to absence.
- To provide an opportunity to pursue special interest or ability areas.
- To increase learning time.
- To establish independent study skills.

## **ADDITIONAL MIDDLE SCHOOL HOMEWORK GUIDELINES**

Students should expect homework each night. The approximate amount of time for each grade level is listed below and includes only assignments given in Language Arts, Social Studies, Science, and Math:

- Sixth Grade - one hour
- Seventh Grade - one hour and fifteen minutes
- Eighth Grade - one and a half hours

Parents are encouraged to contact the teacher whenever their child routinely experiences difficulty in completing their homework assignments within the approximate amount of time.

## **7581 PRIVACY OF GRADES**

Student grades are confidential and should be accessible only by the student, parent(s)/guardian(s), and appropriate school personnel.

Students shall not correct, grade or score another student's test nor shall the teacher or students be required to reveal grades or scores in the presence of other students. However, good educational practices such as peer editing and peer feedback may be part of the classroom learning experience.

## **7600 PROMOTION AND RETENTION**

Promotion and retention of students shall be the responsibility of the Principal with recommendations from the professional staff, and shall be made in the best interests of the individual student with parent(s)/guardian(s) involvement.

## **7650 ASSESSMENT PROGRAM**

The district assessment program will consist of federal and state mandated testing, locally elected testing, and individual testing to evaluate specific student needs. This program shall be coordinated by the Superintendent from Kindergarten through grade 12 in order to provide continuity in the total program. Test Selection and Adoption (Cf. 8940 et seq.)

A scheme of locally elected testing will be recommended by the district and approved by the Superintendent.

*Test Administration (Cf. 8940 et seq.)*

Each building Principal in cooperation with the Director of Technology and Assessment shall schedule individual and group testing at times, which will not disrupt the educational decorum of the school.

*Use and Dissemination of Test Results (Cf. 8940 et seq.)*

Under no circumstances will the results of any individual or group test as defined in these policies be given to unauthorized people. When interpreting individual or group test results, staff members shall use great care so as not to identify any individual.

Generalized results of mass testing may be given to parent(s)/guardian(s) and other authorized persons in the form of a report if adequate interpretation of said results accompanies the report.

All test results must be filed in a secure place not available to unauthorized individuals.

*Student Assessment*

The Board of Education shall, in compliance with law and rules of the state Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and student portfolios.

Additionally, the District shall monitor student academic growth in each subject area at least twice during the school year using competency based online assessments. The results of these assessments shall be shared with the student and his/her parent(s) or guardian. (NOTE: This language is provided to address Best Practice Incentive for Fiscal Year 2012-13.)

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- the Michigan Education Assessment Program (for grades 3-9) and the Michigan Merit Examination (or other readiness assessment program approved by the State Superintendent) administered each year in accordance with the schedule established by statute and the State Department of Education; The purpose of the Michigan Education Assessment Program and the Michigan Merit Examination (MME) is to assess student performance in mathematics, science, social studies, reading, and English language arts for the purpose of improving academic achievement and establishing a Statewide standard of competency. The MME will include the American College Test (ACT) provided at State expense for all students in Grade 11. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.
- criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades 1-5;

The Board requires that:

- tests be administered by persons who are qualified under State law and regulation;
- parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any ACT component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once. If a student does not take the complete Michigan Merit

Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student.

#### *Testing Out*

Under Michigan law, (MCL 380.1279b) a student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

Successfully attained credit under this policy will earn a grade of "pass" and shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation.

The high school Principal shall establish rules for implementing this policy in cooperation with the Superintendent, and shall be responsible for ensuring that all high school courses include one or more appropriate comprehensive exam(s) or other assessment.

## **8020 ATTENDANCE**

The Board expects regular and punctual attendance at school by all students. Daily attendance records shall be maintained for each student in each school. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance that will carry over into adult life.

District personnel are to follow the state guidelines regarding student attendance accounting and reporting. The District's staff is to cooperate with attendance officers and law enforcement personnel when enforcing the compulsory laws.

## **8025 ABSENCES AND EXCUSES**

The Board, other than for illness or for reasons under Policy 8010, discourages any absence from school or school-related activities. The administrative staff shall develop appropriate rules and regulations regarding approved student absences.

## **ADDITIONAL MIDDLE SCHOOL ATTENDANCE RULES AND REGULATIONS**

When a student is absent for any part or all of the day, building procedure requires that an explanation of the absence be furnished to the office. A parent can provide an explanation by submitting the absence using the Skyward Family Access Online Attendance System.

If the nature of the illness or injury means that student will be out for three or more days, call the main office at 235-7551 after entering the absence into Skyward and also email your child's teachers. Requests for homework cannot be taken over the phone. If you will be taking your child out of school for an appointment, for your child's safety, a parent/guardian must sign their child out of school and back in to school with the secretary in the main office.

Although we discourage parents from taking students out of school for lengthy periods of time for reasons other than illness or a family tragedy, it is understood that sometimes it is unavoidable. In such cases, students must obtain a Pre-Planned Absence Request from the office and present it to each of his/her teachers at least one (1) week in advance. At that time, make-up work will be assigned. Since the decision for leaving school for a vacation rests with the student and his/her parents/guardians, the responsibility for making up all work missed lies with the students and his/her parents/guardians.

All basic semester assignments, such as themes, notebooks, research papers, and book reports must be handed in upon his/her return to school. All major tests missed during the trip must be taken by the student upon his/her return to school. If a student does not complete the Pre-Planned Absence Request, work not turned in during the absence will be given zeros.

If a student is absent from school for more than three class periods, he/she cannot participate in any activity on that day. This includes games, sports, dances, and other such programs. A student must attend school for three hours on the day of the activity to participate. Students must be in attendance either first through third hour, or third through sixth hour. Our philosophy is that East Grand Rapids Middle School students obtain an excellent education. The top priority is academic excellence. Co-curricular activities are important but will not be placed ahead of the academic curriculum. Academic eligibility requirements will be adhered to.

### *Excessive Absences*

Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability, and success in future educational pursuits.

Excused and unexcused absences are counted as part of daily attendance records. Family trips, vacations, and appointments will count toward the student's overall days of excused absences. Students who show a repeated pattern of non-illness related absences will not be treated in the same manner as those students who have used the absences for unavoidable purposes. Special situations, as they occur, will be dealt with on an individualized basis by the administration.

Failure to notify the attendance office of an absence within two (2) school days will result in an automatic unexcused absence. On the tenth absence, the school will notify the parents/guardians of the overall number of absences. These notifications will serve as a reminder of the lost instructional time accumulated through the student's absences. Regardless of the nature of a student's absence, all students are required to attend school. Failure to attend school on a regular basis may result in the filing of truancy with the Kent County ISD.

### *Unexcused Absences*

The following is a listing of attendance behavior that results in an unexcused absence:

- Skipping class
- Leaving class early without the permission of classroom teacher
- Oversleeping
- Falsifying notes or telephone calls

- Failure to return from a lunch engagement during the grade level specific lunch period
- Arriving to class ten (minutes) late without a parent/guardian contact

### *Tardiness*

Students are expected to be in the classroom on time. Tardiness disrupts the entire educational process. A student will be marked tardy if he/she enters the classroom late. Students coming to school after classes begin must sign in with the secretary in the attendance office. Parents will have the opportunity to excuse tardies at the start of the school day on up to two (2) occasions each semester. Beyond that, tardies will be unexcused and the following information will apply.

On the third tardy in any one class, the student will be assigned a lunch detention during the following school day. On the sixth tardy in any one class, the student will be assigned an after school detention for an hour. Accumulated tardies will reset to zero (0) at the change of the semester. Additional disciplinary action will be taken if the student fails to correct his/her attendance behavior after the 6th tardy in any one class. This can include consecutive lunch detentions/after school detentions for each additional tardy.

### *Lunch Detention and Friday after School Detention*

The purpose of a lunch detention or Friday after school detention is to change negative behaviors of students. This time is designed as a tool for teachers and administrators to use for infractions of school policy. Administrators will assign students to a lunch detention or Friday after school detention. If the student is assigned a lunch detention/Friday after school detention, he/she is expected to attend on the date scheduled. It is the sole responsibility of the student to make sure he/she serves the lunch detention/Friday after school detention as scheduled. Each student is expected to complete school work during this time. The rules for the lunch detention/Friday after school detention will be strictly enforced. Failure to follow the rules will be reported to the administration for further disciplinary action. A student will meet with the administration for further disciplinary action if:

- A student arrives late to a lunch detention/Friday after school detention.
- A student does not attend a scheduled lunch detention/Friday after school detention.
- A student misses a second time on the same assigned offense.

### *Lunch Detention Schedule*

Lunch detentions will be held every day during grade level specific lunch period or as determined by the administration. Each detention will be 30 minutes in length. Students may bring their lunch to their detention; however they must arrive on time.

- 7th grade: 10:14 - 10:44 (5 minutes after the 2nd hour dismissal bell)
- 8th grade: 11:16 – 11:46 (5 minutes after the 3rd hour dismissal bell)
- 6th grade: 12:18 – 12:48 (5 minutes after the 4th hour dismissal bell)

### *Failure of Parent or Guardian to Return Child to Regular School Attendance*

Pursuant to MCL 380.1588 the attendance officer shall make a complaint to the court, a warrant is- sued and the case heard. Per MCL 380.1599 “A parent or other person who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.”

## **8040 SCHOOL ADMISSIONS TO CLASSES**

Students are assigned to specific classes, grade levels and teachers by the building Principal. In making assignments, to the extent possible, Principals may consider (with input from teachers and parents) the following factors: (I) individual

student needs; (ii) learning styles of students; (iii) teaching styles; (iv) gender ratio; (v) heterogeneous make-up of the class; (vi) class size; and (vii) special education needs.

## **8040-R SCHOOL ADMISSIONS**

(To view the complete policy, visit [www.egrps.org/district](http://www.egrps.org/district) and click on Board Policy.)

The Superintendent, in cooperation with the Principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to community through our newsletters and District website.

### *Non-Resident Students*

A non-resident student who desires to be admitted to the schools of the District shall obtain a release from their resident District. In the event a non-resident student is denied admission to the schools of the District, the student may appeal the decision, in writing, to the Board. (MCL 380.1401; AG Opinion #5995)

### *Students of Employees*

The parent/guardian of a non-resident student who is employed by the District may request permission for enrollment. The Superintendent will grant permission if there are openings at the grade level the student will be entering. Students who have been suspended in the last two years or expelled may be excluded. Students of eligible employees will not be required to obtain a release from their resident District.

### *Tuition*

The tuition for any student that is to be paid by another District shall be paid on the date provided in the agreement with that District. In any event that tuition for a non-resident student is to be paid by the parent/guardian; such tuition shall be paid in full at the time of enrollment in the amount determined by the Superintendent. (MCL 380.1401; 380.1406; 380.1408; 380.1411; AG Opinion #6316, #5995)

### *To Schools*

Any parent/guardian who wishes to enroll his/her student in a school outside of the attendance area in which the student would otherwise attend may submit a written application to the Superintendent, including in such application a justification for the variance from the assignment policy of the Board.

The Superintendent is authorized, in any case in which he/she feels that the best interest of the schools or the student involved will be served, to grant an attendance area exception and/or place a student outside an attendance area established by the Board.

### *Assignment*

The building Principal shall be initially responsible for assignment of all students within the school. In the event that a parent/guardian is dissatisfied with a student assignment, he/she shall confer with the Principal, and if he/she is not satisfied with the Principal's explanation of the basis for the assignment, he/she may confer with the Superintendent who will make the final decision.

### *To Grade Levels/Classrooms*

Students are assigned to specific classes, grade levels and teachers by the building Principal. In making assignments, Principals may consider (with input from teachers and parents) the following factors: (i) individual student needs; (ii) learning styles of students; (iii) teaching styles; (iv) student ratio; (v) heterogeneous make-up of the class; (vi) class size; and (vii) special education needs.



Students progress from grade nine to ten to eleven as a member of the class with which they entered high school. Students only advance to twelfth grade, or senior standing, after completing three years in high school and earning a minimum of sixteen (16) high school credits. Any student who withdraws from school for any period of time will be enrolled at the appropriate grade level based on earned credits at the time of re-enrollment.

Grade placement shall be made by the school officials after consultation with the parents/ guardians and guidance personnel. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

The following rules and regulations have been developed by the school administration, acting in consultation with parents and teachers, to implement Policy Number 8040:

1. Information on the student made available by parents or guardians for purposes of student placement for the next school year must be submitted in writing to the Principal prior to the end of the current school year or by the date specified by the building Principal, whichever is earlier.
2. Parents/Guardians are requested to use the Student Placement Information Form that is available in each school office when providing information for student placement purposes. Placement information should describe the specific needs of the student, and the Principal will carefully review this information.
3. Requests from parent(s)/guardian(s) regarding a specific teacher that are not supported by the specific needs of the child will not be considered.
4. Once class lists or class schedules are finalized, there will not be a change unless unusual circumstances compel such a change. These changes are disfavored since they will normally require that other class lists and class schedules be altered to adjust for the request.

## **8055 CHANGING STUDENT LETTER GRADE**

The Superintendent shall establish rules and regulations to be followed by students, parent(s)/guardian(s), or other persons who request a letter grade change. Letter grade change requests are to be taken seriously and letter grades shall not be changed without involvement of all appropriate professional personnel.

## **8100 ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL**

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of "medication" is adopted for use in this District: "Medication," includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are administered by injection, and those applied as drops to eyes, nose, or medications applied to the skin.

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent(s)/guardian(s) or physician. The pupil's parent(s)/ guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician's instructions for administration shall be renewed every school year.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10). Students who "self-administer" medications shall be responsible for returning any such wastes to their home for disposal. The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

Each building shall have a plan for handling medical emergencies.

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil's parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

#### *Self-Administration and Self-Possession of Medications*

The following definition of "self-administration/self-possession" is adopted for use in this District: "Self-administration" means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardian(s).

For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardian(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

#### *Exercise Induced Asthma Attacks*

Physical education teachers, playground aides, coaches, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staffs who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty. The Superintendent will promulgate rules and guidelines to implement this provision.

#### *Diabetic Emergencies*

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

#### *Management of Students with Asthma in the School Setting*

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical

assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education will be distributed to all staff and shall be posted on appropriate bulletin Boards in school buildings.

### *Emergency Anaphylaxis*

In order to be prepared for an anaphylaxis emergency, the Board President or designee shall obtain a prescription in the name of the East Grand Rapids Board of Education as authorized by law for auto-injectable epinephrine as required to comply with this policy and applicable law. In addition, the Superintendent or designee shall:

- Ensure that at least two epinephrine auto-injector devices are maintained at all times in each school building, regardless of whether any student/staff member has been diagnosed with allergies.
- Ensure that epinephrine auto-injectors maintained at the school are only used by a licensed registered professional nurse employed or contracted with the district or school personnel who are designated, trained, and authorized to use an epinephrine auto-injector as more specifically outlined in the regulations for this policy; and
- Annually collect and report data to the Michigan Department of Education on the number of administrations of epinephrine to students at each school.

Nothing in this policy alters or diminishes the rights of individuals who have prescription epinephrine auto-injectors or students under an allergy response plan in a health plan, Section 504 plan, or individualized education plan.

## **8480 PHYSICAL EXAMINATIONS FOR ATHLETICS**

A student who wishes to participate in interscholastic games or sports, including cheerleading, etc. must satisfactorily complete a health or medical examination administered by a qualified physician prior to entering into any athletic competition.

## **8990 FEES AND FINES**

Building Principals or designated representatives shall be authorized to collect school fees authorized by the Board. School property lost, damaged or destroyed by a student shall be paid for by such student in accordance with rules prescribed by the District, building, or department.

## **9230 SCHOOL VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent (or designee) shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. He/She shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any person who volunteers to work with the District shall be screened through one or more of the following: the Internet Criminal History Access Tool (ICHAT), Internet sites for the Sex Offenders Registry (SOR) list, and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The purposes of a school volunteer program are:

1. To increase the educational achievement of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;

4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

### *General Principles*

The volunteer program of the District is at all times guided by the principles and policies of the District.

Volunteers serve in a supportive capacity with the direction and supervision of the building Principal, Athletic Director or other certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers assist teachers and will only be assigned to those staff members who request them.

All students are expected to obey directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instruction given by an authorized District Volunteer may result in disciplinary action under the Code of Student Conduct. School volunteers serving in the District without financial compensation are bound by the policies, rules/ regulations, and procedures of the District. They are to be supervised by each building Principal or other authorized school employees.

## **9300 ALCOHOL, TOBACCO, AND NON-TOBACCO NICOTINE PRODUCTS**

### *Free Schools, Grounds, Vehicles, And Facilities*

The use alcohol, and all types of tobacco and non-tobacco nicotine products, and those represented as such, is prohibited at all times, by any person in school buildings, in school vehicles, on school grounds, on joint facilities and at any on- or off-campus school sponsored activity.

Signs prohibiting the use of tobacco and non-tobacco nicotine products will be posted on school grounds.

Employees and students violating this policy will be subject to progressive disciplinary action. In addition, the law provides for a fine of \$50.00 for employees, students, and the general public who violate this law.

## **9410 PARENT(S)/GUARDIAN(S) VISITATION OF CLASSROOMS**

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conferences, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/ Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by frequent visitors. The Board also has an obligation to protect the privacy rights of all students and their families.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal.

2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request to the Principal before the date. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office before the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher.
5. Visitation shall not be allowed during tests or other student examination/evaluation.
6. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Visiting parent(s)/ guardian(s) are to refrain from using classroom observations for impromptu parent(s)/guardian(s)-teacher conferences either during or outside of class time.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits