

EAST GRAND RAPIDS MIDDLE SCHOOL

Principal:	Mr. Anthony Morey
Assistant Principal:	Mrs. Shelly Schram
Secretary to Principal:	Mrs. Michelle Kastanek
Secretary to Asst. Principal:	Ms. Michelle Homrich
Main Office Telephone:	235-7551
Guidance Counselor:	Mrs. Lisa Healey
Guidance Office Secretary:	Mrs. Linda Graham
Guidance Office Telephone:	235-4866
Web Address:	www.egrps.org

EAST GRAND RAPIDS MIDDLE SCHOOL 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.

EAST MIDDLE SCHOOL 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

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. For questions or further information, please contact:
- 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

Educational Material for Parents and Students (Content Meets MDCH 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.

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.

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.

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.

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, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Accordingly, the Superintendent shall direct the person in charge of food service programs to act affirmatively and work closely with parents 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 property, property used by the school for a school-related purpose, or in a motor vehicle used for a school 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 expel students who violate the weapons laws and rules unless one of the statutory exceptions is established. To comply with federal law, any finding of an exception shall be reduced to writing.

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 and/or 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;
- Input 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 parents.

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.

7355 TECHNOLOGY CODE OF ETHICS

The use of technology in the East Grand Rapids Public Schools is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. 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; 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 in 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, 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 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.

Disciplinary Action

- Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:
 - Banning their using school information technology;
 - Making full financial restitution for any unauthorized expenses incurred or any damages caused;
 - Attending training sessions; and

- 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.

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 a parent or guardian of a student under 18 years of age. If a survey is done anonymously, parent/guardian consent is not required, however, a parent/guardian 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 encourage parents' awareness of student learning
- To provide an opportunity to pursue special interest or ability
- To increase learning time
- To establish independent study skills

The administration will develop rules and regulations to implement the Homework Policy.

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/guardian, 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

There will be a basic testing program designed to evaluate the outcomes of the educational program and to provide information needed in working with students. The basic testing program shall be supplemented by such individual tests

as the need of the educational program and the District would seem to indicate. The Superintendent, from kindergarten through grade 12, shall coordinate this program in order to provide continuity in the total program.

State Mandated Assessment (MStep)

East Grand Rapids Public Schools Board of Education, in compliance with Michigan State Board of Education policy, Michigan Education Yes legislation, and the federal No Child Left Behind Act, requires that all students enrolled in a grade level be assessed by the Michigan Student Test of Educational Progress (MStep), during the administration of the tests for their grade level, will participate in the state assessment program.

The following policy statements will apply:

1. Each student enrolled in East Grand Rapids Public Schools during the MEAP assessment window for their grade level, will participate in the MStep assessment for all content areas assessed at their grade level.
2. According to federal law, the Individualized Education Plan (IEP) specifies whether or not a student with disabilities participates in each of the MStep assessments or in an alternate assessment, in accordance with the MI-Access Alternate Assessment Program.
3. Michigan Department of Education English Language Learner (ELL)-Access will provide guidance on the appropriate assessment to be administered to ELL students for the MStep assessment.
4. Students who are absent during the administration of the MStep test, will be given a make-up test, if they return to school during the MStep test window.
5. The district will make provisions to administer the MStep assessment to students receiving homebound services during the MStep administration window.

Use and Dissemination of Test Results

The results of any individual or group test as defined in these policies will be given only to authorized personnel or parent(s)/guardian(s). When interpreting individual or group test results, staff members shall use great care not to identify any individual.

Results of 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 District's K-12 aligned curriculum provides for student assessment methods that use a variety of criteria-based strategies, including: Written examinations, oral examinations, alternative questions, demonstrations, writing exercises, individual projects, group projects, performances, student portfolios, and samples of student's best works.

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.

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
- Oversleeping
- Leaving class early without the permission of classroom teacher
- 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, but within the first ten (10) minutes of the class period. Students coming to school after classes begin must sign in with the secretary in the attendance office. A tardiness of more than ten (10) minutes will be treated as an excused/unexcused absence from that class. The only time a student will not be marked tardy is when he or she is detained by a teacher, the administration, or the guidance office. Persistent tardies fall under “persistent disobedience” and consequences will apply.

On the third tardy in any one class, the student will be sent to the Student Responsibility Center (SRC) to complete an SRC form. Students will complete the SRC form and return to class immediately following completion of the document. On the sixth tardy in any one class the student will be assigned a Friday after school detention. 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 their attendance behavior after their 6th tardy in any one class. This can include consecutive lunch detentions/Friday after school detentions for each additional tardy, or the filing of truancy with the Kent County ISD if the tardies are occurring during first hour.

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 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 of Other Public Schools

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 deter- mined 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 with- draws 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 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 in- formation.
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 re- quire 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, parents, guardians, 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 parents/guardians 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 wellbeing by the student's parent/guardian or physician. The pupil's parent/guardian 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 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 or guardian request/permission and a physician's instructions for administration shall be renewed every school year.

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) or guardians(s), and in compliance with, the written instructions of a physician.

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/guardian 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 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/guardian.

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/guardian 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, 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 regulations to implement this policy.

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/guardians 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 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.

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 will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. 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 co-operatively 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 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.

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.

Middle School Discipline Philosophy and Progression

It is important that parents, staff and students work together to maintain a positive, educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions. Every student and staff member has a right to personal safety and freedom to learn. With regard to discipline procedures, consistency for both administration and staff is held as a high priority.

There are many opportunities available to students beyond the regular EGRMS curriculum. Any student who consistently fails to exhibit responsible and respectful behavior will not be allowed to participate in these special activities. Activities include but are not limited to field trips, eighth grade Cedar Point trip, field days, spirit assemblies and student recognition assemblies.

7110 – Letter E

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.

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 or intellectual ability will not be tolerated.

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 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.

At the middle school, if there is a concern regarding the dress or grooming of a student or students by an administrator or other staff member, parents shall be notified by a note or a phone call explaining the concern and requesting student and parent cooperation.

Dress Code Guidelines:

- A student's midriff should not be seen.
- Spaghetti straps should not be worn or tops that let bra straps show. Tops worn need to cover both shoulders with a minimum strap no less than one inch in width.
- Shorts/skirts, etc., will be a length so that when you stand in a relaxed fashion with your arms down to your sides, they reach your fingertips.
- Short shorts: in-seams must be at least 4 inches.
- Students cannot wear sagging pants, pants with inappropriate holes or showing underwear.

If a student's dress is determined to be inappropriate for school, parents will be contacted. Students will then wear their gym uniform 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 co-curricular activities.

If a student engages in academic dishonesty as described in Board Policy #8315 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 co-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. Revised: May 21, 2012

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, students, 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 individual's 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. 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 guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

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. 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.

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
 - In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

- 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)

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 does 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.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender-based harassment.

Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the District Compliance Officers.

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. Jeanne M. Glowicki
East Grand Rapids Public Schools
2915 Hall Street SE
Grand Rapids, MI 49506
jglowick@egrps.org
(616) 235-3535 x4120

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

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

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, any- one 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 de- signee, 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, pupil, 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 de- signee 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 are subject to disciplinary action, up to and including suspension or expulsion. Students will 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.

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 1 or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
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" means those terms as defined in section 219a of the Michigan penal code, 1931PA328,MCL750.219a.

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 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, will 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

“Hazing”, as defined by state law, is also a crime in the state of Michigan. 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.

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 tobacco, alcohol, 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 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.

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

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD/REPEATED
Penalties for Possession or use of Tobacco, non-tobacco nicotine products, or those represented as such - Tobacco/Non-Tobacco Nicotine Products (Possession)	The student will receive a verbal warning and the tobacco/non-tobacco nicotine products will be confiscated.	The student will receive a one (1) day suspension from school and tobacco/non-tobacco nicotine products will be confiscated.	Additional offenses may be dealt with under the Persistent Disobedience Policy #8380.
Use of Tobacco/Non-Tobacco Nicotine Products	The student will receive a one (1) day suspension from school, plus a one (1) day suspension from any co-curricular or school-sponsored activity. Tobacco/non-tobacco nicotine products will be confiscated.	The student will receive a three (3) day suspension from school and a one (1) week suspension from school-sponsored and co-curricular activities. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension. Tobacco/non-tobacco nicotine products will be confiscated.	The student will receive up to a ten (10) day suspension with a ten (10) day suspension from school-sponsored and co-curricular activities. Tobacco/non-tobacco nicotine products will be confiscated.

<p>Penalties for Possession/Use of the Following Items or Those Represented as such: Alcohol, Inhalants, Marijuana, Illicit Drugs, Drug Paraphernalia Alcohol (Possession or Use)</p>	<p>The student will receive a two (2) day suspension from school. The student will receive a fourteen (14) day suspension from co-curricular and school-sponsored activities. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension.</p> <p>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 co-curricular and school sponsored activities privileges after the fourteen (14) day suspension.</p>	<p>The student will receive a four (4) day suspension from school. The student will receive a twenty-eight (28) day suspension from co-curricular and school-sponsored activities. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension.</p>	<p>The student will receive a ten (10) day suspension from school and/or recommendation for permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from co-curricular and school activities for not less than twenty-eight (28) days. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension. After this time, the student may appeal to the principal for reinstatement to co-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.</p>
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<p>Penalties for Possession/Use of the Following Items or Those Represented as Such: Inhalants, Marijuana, Illicit Drugs or Drug Paraphernalia</p>	<p>The student will receive a two to ten (2 to 10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from co-curricular and school sponsored activities for fourteen to twenty-eight (14 to 28) days. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension.</p> <p>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 co-curricular and school-sponsored activities/ privileges after the fourteen to twenty-eight (14 to 28) day suspension.</p>	<p>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.</p> <p>The student will be prohibited from co-curricular and school-sponsored activities for up to ninety (90) days. The student may continue to attend practice during a co-curricular suspension at the completion of the school suspension.</p> <p>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 co-curricular and school sponsored activities/privileges after the co-curricular suspension.</p>	<p>The student will receive a ten (10) day suspension from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from co-curricular and school-sponsored activities for one (1) calendar year.</p>
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<p>Penalties for Sale or Intent to Sell/Distribute/Purchase of the Following Items or those represented as Such: Any Form of Alcohol, Inhalants, Marijuana, Illicit Drugs, Drug Paraphernalia</p>	<p>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.</p> <p>The student will be prohibited from co-curricular and school-sponsored activities for fourteen to twenty-eight (14 to 28) days or for the duration of the suspension/expulsion.</p> <p>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 co-curricular and school-sponsored activities/privileges after the fourteen to twenty-eight (14 to 28) day suspension.</p>	<p>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.</p> <p>The student will be prohibited from co-curricular and school-sponsored activities during the duration of the suspension.</p>	
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THE FOLLOWING CONSEQUENCES APPLY TO ALL STUDENTS OFF CAMPUS ANYWHERE, ANYTIME

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD/REPEATED
<p>Penalties For Possession/Use of the Following Items or Those Represented as Such: Alcohol, Inhalants, Marijuana, Illicit Drugs, Drug Paraphernalia Alcohol (Possession/Use)</p>	<p>The student will receive a fourteen (14) day suspension from co-curricular and school-sponsored activities. The student may continue to attend practices.</p> <p>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 co-curricular and school-sponsored activities/privileges after the fourteen (14) day suspension.</p>	<p>The student will receive a twenty-eight (28) day suspension from co-curricular and school-sponsored activities. The student may continue to attend practices.</p> <p>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 co-curricular and school-sponsored activities/privileges after the twenty-eight (28) day suspension.</p>	<p>The student will be prohibited from co-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 co-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.</p>

<p>Penalties For Possession/Use of the Following Items or Those Represented as Such: Inhalants, Marijuana, Illicit Drugs, Drug Paraphernalia</p>	<p>The student will be prohibited from co-curricular and school-sponsored activities for fourteen to twenty-eight (14-28) 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 co-curricular and school-sponsored activities/privileges after the fourteen to twenty-eight (14 to 28) day suspension.</p>	<p>The student will be prohibited from co-curricular and school-sponsored activities for up to ninety (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 co-curricular and school-sponsored activities/privileges after the ninety (90) day suspension.</p>	<p>The student will be prohibited from co-curricular and school-sponsored activities for one (1) calendar year. After this time, the student may appeal to the principal for reinstatement to co-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.</p>
<p>Penalties for any Sale or Intent to Sell/Distribute/Purchase of the Following Items or Those Represented as Such: Any Form of Alcohol, Inhalants, Marijuana, Illicit Drugs, Drug Paraphernalia</p>	<p>The student will receive a minimum of a ten (10) day suspension from school and/or recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from co-curricular and school-sponsored activities for fourteen to twenty-eight (14 to 28) days or for the duration of the suspension/expulsion.</p>	<p>The student will be suspended for a minimum of ten (10) days from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from co-curricular and school-sponsored activities during the duration of the suspension/expulsion.</p>	

The school year commences with the first day of school or the first scheduled co-curricular activity, whichever comes first, and continues through the last day of school or the last school co-curricular activity, whichever is later. Penalties apply to all students at any place and at any time commencing with the beginning of the school year or the first co-curricular activity, whichever comes first and continuing through the last scheduled co-curricular activity of the school year.

*See Policy #8392 - Suspension Procedures

8335-R UNLAWFUL SUBSTANCES AND OTHER CRIMINAL ACTS

If it has been determined that a student is 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. Second and subsequent violations of Policy #8335 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. Any 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.

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 vandalism to East Grand Rapids School property.

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.

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, text- books, 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 shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against an 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/legal guardian 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 the Code of 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 an employee or against a person engaged as a volunteer (as defined by Board of Education policy) or contractor for the shall 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, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assaults Committed Against Other Students

The Board shall 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.

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 will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

8350 TERRORISTIC THREATS/ACT

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of 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 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 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 by action 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, (e) mine, or
 - 6. device similar to any of the devices described in the proceeding clauses;
- D. Any type of weapon finds is generally recognized as particularly suitable for sporting purposes by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
- 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.

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;
- 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 students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

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

8363 CRIMES COMMITTED BY STUDENTS

MCL 380.1308 requires law enforcement agencies, throughout the calendar year, to make a report to schools 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, schools are required to provide the local 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/designee receives information from a law enforcement agency that a student has committed a crime 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 of Michigan.

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.

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/joint facilities property.

Lockers

All lockers assigned to pupils are the property of the school. 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. Students 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 parental/guardian 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;
- poisons; 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/guardian 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/guardian of the pupil assigned a school locker.

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.

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.

8370 INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL

It shall be the policy of the District, that a reasonable cooperative effort be 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 or legal guardian 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 or legal guardian 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.

8382 CORPORAL PUNISHMENT

The Board of Education encourages constructive discipline such as placement in a rehabilitation program. Punitive discipline, however, may be used where deemed appropriate. The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping or other forms of corporal punishment as an appropriate procedure in student discipline.

Reasonable physical force may be used to maintain order and control in a school or a school-related setting for the purposes of providing an environment conducive to safety and learning.

Physical force upon a student may be necessary to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of functions within a school or school-related activity if that student has refused to comply with a request to refrain from further disruptive acts; for self-defense or the defense of another; to prevent a student from inflicting harm on himself; to quell a disturbance that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object; and to protect property. Employees should not find it necessary to resort to physical force, violence or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school through established suspension or expulsion procedures.

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 and parent/guardian, 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 will be notified immediately of the decision, and the parent/guardian will be notified subsequently of the decision. If the discipline includes a suspension, the procedures listed under suspensions shall be followed.

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 East Grand Rapids Safety Department.

Co-Curricular Suspensions

Students, parents, or guardians have the right to appeal the disciplinary decision regarding a co-curricular suspension in writing within two (2) school days to the Superintendent of Schools/designee. The Superintendent/designee will hear the appeal within three (3) school days. Co-curricular suspensions may not be appealed beyond the Superintendent.

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 or 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. Approved: April 24, 2006

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.

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 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 parents/guardians shall be informed of specific charges that 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) A student suspended for disciplinary reasons is not eligible to receive credit for daily work (i.e., homework, quizzes, etc.). Final exams, tests and major projects will receive credit.
- e) 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, parents, and guardians have the right to appeal in writing the disciplinary decision to the Building Principal 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.

If dissatisfied with the Superintendent's decision, appeal may be made in writing to a committee of the Board of Education within three (3) school days. Said committee shall make a recommendation to the full Board of Education. Any action by the Board will be made in open session, and the student's name will be made public as required by law. The student or the student's parent(s)/guardian(s) may request a closed hearing to consider the student's discipline, suspension, or dismissal.

8390-R SUSPENSION PROCEDURES

When a student is suspended from co-curricular and school-sponsored 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 shall not receive credit for daily work (i.e. home-work, quizzes, etc.). Final exams, tests and major projects will receive credit.

8395 EXPULSION PROCEDURES

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 not 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.

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 West- ern District of Michigan. Approved: June 13, 2005

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.

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).

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. S/He 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.

9230-R SCHOOL VOLUNTEERS

General Guidelines

Each school, in collaboration with the Superintendent's office, will initiate and direct its volunteer program.

The Role of the Principal

It is the Principal's responsibility in collaboration with the Superintendent's office:

1. To determine the scope and nature of the volunteer program in the building;
2. To provide an annual orientation that includes the importance of confidentiality when working with students and staff.

Athletic Department Volunteers

Upon the request of the Athletic Director, and with the approval of the Superintendent, volunteers may be used within the Athletic Department. Volunteers serving in such a capacity shall be authorized by the District to enforce the established rules and regulations of the District. Specific training may be given to such volunteers on appropriate methods and approaches to be used in supervising student behavior connected with athletic events.

9300 ALCOHOL, TOBACCO, AND NON-TOBACCO NICOTINE PRODUCTS FREE SCHOOLS, GROUNDS, VEHICLES, AND FACILITIES

The use of 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.

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 them- selves 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 class- room observations for impromptu parent(s)/guardian(s)-teacher conferences either during or out- side 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 visit.