



# STUDENT/FAMILY HANDBOOK

Adopted by the Board of Education on August 23, 2021



## WEST BLOOMFIELD SCHOOL DISTRICT

Administration and Community Services Building  
5810 Commerce Road  
West Bloomfield, MI 48324  
[www.wbsd.org](http://www.wbsd.org)

## NOTICE OF NONDISCRIMINATION

The West Bloomfield School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected classes"), in its programs and activities, including employment opportunities.

The Board of Education designates the individuals named below to serve as the District's Compliance Officers, also known as Civil Rights Coordinators. The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access.

### **Johanna Mracna**

Assistant Superintendent  
of Administration & Innovation  
5810 Commerce Road  
West Bloomfield, MI 48324  
Phone: 248-865-6422  
Email: johanna.mracna@wbsd.org

### **Scott Long**

Assistant Superintendent  
for Learning Services  
5810 Commerce Road  
West Bloomfield, MI 48324  
Phone: 248-865-6494  
Email: scott.long@wbsd.org

Dear WBSD Students and Families,

It is my pleasure to welcome you to the West Bloomfield School District (WBSD), where our mission is to support each student's needs by providing the opportunities, experiences, and educational tools for their journey. Our priority is the academic achievement of all students, as we strive to educate them to be critical thinkers, communicators, collaborators, and contributors. The West Bloomfield School District surpasses others in the way we seek to meet the needs of each child, celebrate our diversity, and ardently work to insure inclusivity. Our staff represents a tradition of excellence in teaching and service to children that consistently garners accolades and marks our District as the standard to be matched.

The Student/Family Handbook describes the behavior expected of all students. It is arranged by category and establishes standards of behavior for students and student organizations within the District. It is expected that students and families will become familiar with its contents. In order to uphold the focus on the West Bloomfield Strategic Plan and utilize the most up to date research supporting the whole child, West Bloomfield staff members and students will adhere to the principles in the Student/Family Handbook. We are committed to fostering a positive culture within the school environment by focusing on proactive and restorative strategies while addressing challenging behaviors in a consistent manner through cohesive policies and practices.

The information provided, and the regulations and policies articulated in the Handbook, are not intended to be all inclusive. The District reserves the right at any time to add to, modify, or revoke any of its regulations and policies, including those in the Handbook, without notice. Board of Education policies addressing student misconduct and the Handbook are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and families are expected to sign a copy of the Student/Family Handbook.

We are proud of WBSD and look forward to your success as a student here. Please feel free to contact your principal if you have questions about the topics here or others that are not addressed in the Handbook. Go Lakers!

Sincerely,



Dania H. Bazzi, PhD  
Superintendent

# WELCOME

## A MESSAGE FROM THE SUPERINTENDENT

### **BOARD OF EDUCATION**

Stacy Brickman, President  
Nelson Hersh Vice President  
Julie Beaty, Secretary  
Carol Finkelstein, Treasurer  
Deborah Evans, Trustee  
Ashleigh Davis, Trustee  
Wm. Art Holdsworth, Trustee

### **DISTRICT ADMINISTRATION**

Dania H. Bazzi, PhD  
Superintendent

Jamie Stottlemeyer  
Assistant Superintendent  
of Facilities & Operations

Sonja James  
Executive Director  
of Educational Equity & Inclusion

Scott Long  
Assistant Superintendent  
of Learning Services

Johanna Mracna  
Assistant Superintendent  
of Administration & Innovation

Eric Whitney  
Deputy Superintendent  
of Talent Development  
& Management

TABLE OF CONTENTS

DIRECTORY OF SCHOOLS ..... 7

SECTION 1: STUDENT CODE OF CONDUCT ..... 8

    General Principles about Discipline

    Rights and Responsibilities

    Student Concerns

    Age of Majority

    Participation in Athletics

    Transportation

    Student Dress and Appearance

    Police Investigations

    Search and Seizure

    Student Bullying and Cyberbullying

    Discrimination and Harassment

    Technology Acceptable Use

    Electronic Devices/Unauthorized Recordings

    Elastic Clause

    Emergency Seclusion and Physical Restraint

    Introduction to Disciplinary Actions and Prohibited Conduct

    Presumption Against Long-Term Suspension and Expulsion

    Definitions of Discipline

    Prohibited Acts

    Due Process - Discipline Procedures

    Inconsistency with Law, Board Policy, or Administrative Regulation

SECTION 2: SAFETY AND SECURITY..... 24

    Surveillance Video and Audio Monitoring System

    Closed Campus

    Visitors

    Animals on School Property

    Emergency Drills

    Emergency Closings and Delays

    Preparedness for Toxic and Asbestos Hazards

    Student Valuables

    Early Dismissal

    Bus Transportation to School

    Bus Conduct

    Self-Transportation to School

SECTION 3: HEALTH AND WELLNESS ..... 29

    Wellness Policy

    School Lunch Program

    Free and Reduced-Priced Meals

    Treats and Snacks at Elementary Schools

    Illness and Injury

    Care of Students with Chronic Health Conditions and Allergies

    Homebound Instruction

- Communicable Diseases
- Individuals with Disabilities
- Immunizations
- Cardiac Emergency Response Plan/AEDs
- Use of Medications
- Concussions
- Physical Examinations and Screenings
- Emergency Medical Authorization

## **SECTION 4: ACADEMIC PROGRAMS AND SERVICES.....35**

- Attendance
- Enrolling in the School District
- Scheduling and Assignment
- Parent Involvement
- Course Offerings
- Field Trips
- Grades
- Promotion, Placement, and Retention
- Graduation Requirements
- Postsecondary (Dual) Enrollment Program
- Online and Blended Learning Programs
- Recognition for Student Achievement
- Homework
- Computer Technology and Networks
- Student Assessment
- Programs for English Language Learner Students
- Guidance and Counseling Services
- Commencement/Graduation
- Early Graduation
- Career and Technical Education
- Foreign Exchange Students
- Transfer Out of the School District
- Withdrawal from School

## **SECTION 5: STUDENT ACTIVITIES.....48**

- School-Sponsored Clubs and Activities
- Nonschool-Sponsored Clubs and Activities
- Athletics
- Student Employment
- Student Attendance at School Events
- Student Fundraising
- School-Sponsored Publications and Productions
- Outside Groups

## **APPENDIX: ANNUAL NOTIFICATIONS .....51**

- Family Educational Rights and Privacy Act (FERPA)
- Bullying and Other Aggressive Behavior Toward Students
- Notice of Asbestos in Buildings
- Pesticide Advisory to Parents and Guardians
- Drug-Free Environment/Protection

Nondiscrimination  
Selective Service  
McKinney-Vento Homeless Assistance Act  
Parental Inspection of Instructional Materials  
School Property  
Search and Seizure  
Special Education and Section 504  
Personal Curriculum  
Student Privacy and Parental Access to Information  
Title I Funds: Parent Involvement  
Programs for English Language Learner Students  
Wellness Policy  
Physical Examinations and Screenings  
Child Nutrition Program  
Meal Charging Policy and Procedure

**FORM: FERPA OPT-OUT .....61**  
**FORM: PHYSICAL EXAMINATIONS AND SCREENING OPT-OUT .....62**  
**FORM: PESTICIDE APPLIATION REQUEST FOR ADVANCE NOTICE BY FIRST CLASS MAIL .....63**

## DIRECTORY OF SCHOOLS

### DOHERTY ELEMENTARY

3575 Walnut Lake Rd.  
West Bloomfield, MI 48322  
Phone: 248-865-6020  
**Principal:** Daniel Spitzley

### GRETCHKO ELEMENTARY

5300 Greer Rd.  
West Bloomfield, MI 48324  
Phone: 248-865-6570  
**Principal:** Jennifer Teal

### ROOSEVELT ELEMENTARY

3380 Orchard Lake Rd.  
West Bloomfield, MI 48324  
Phone: 248-865-6620  
**Principal:** Ryan West

### SCOTCH ELEMENTARY

5959 Commerce Rd.  
West Bloomfield, MI 48324  
Phone: 248-865-3280  
**Principal:** James Scrivo

### SHEIKO ELEMENTARY

4500 Walnut Lake Rd.  
West Bloomfield, MI 48323  
Phone: 248-865-6370  
**Principal:** Kathy Sheiko

### WEST BLOOMFIELD MIDDLE SCHOOL

6000 Orchard Lake Road  
West Bloomfield, MI 48323  
Phone: 248-865-4480  
**Principal:** Amy Hughes

### OAKLAND EARLY COLLEGE

27055 Orchard Lake Rd. Farmington  
Hills, MI 48334  
Phone: 248-522-3540  
**Head of School:** Morrison Borders

### WEST BLOOMFIELD HIGH SCHOOL

4925 Orchard Lake Rd.  
West Bloomfield, MI 48323  
Phone: 248-865-6720  
**Principal:** Eric Pace

### PRESCHOOL ACADEMY

5810 Commerce Rd. West  
Bloomfield, MI 48324  
Phone: 248-865-6466  
**Coordinator:** Kathi Luthe

### WEST BLOOMFIELD TRANSITION CENTER

7071 Orchard Lake Rd.  
West Bloomfield, MI 48322  
Phone: 248-539-0532  
**Supervisor:** Andi Briolat

# SECTION 1: STUDENT CODE OF CONDUCT

## GENERAL PRINCIPLES ABOUT DISCIPLINE

The goal of the West Bloomfield School District is to create a positive learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal, there must be a shared commitment among parents, staff, and students.

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent has established this Student Code of Conduct that shall govern student conduct. The Superintendent shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. This Code of Conduct shall be reviewed annually.

## RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the School District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the related responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Parents also have rights in the school system to know about their student's educational experience and to inspect any instructional materials used as part of the educational curriculum for their student. Instructional material does not include academic tests or academic assessments.

## STUDENT CONCERNS

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.



## AGE OF MAJORITY

Since a student who has reached the age of majority possesses the full rights of an adult, he/she may authorize those school matters previously handled by his/her parents, but he/she also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

## PARTICIPATION IN ATHLETICS

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the West Bloomfield School District as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other School District document. An athletic responsibility acknowledgment form is required to be signed by the student and his/her parent<sup>2</sup> and returned to the school before the student may participate in interscholastic or extracurricular athletics.

## TRANSPORTATION

**Student Drivers:** Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas

**School Transportation:** A student who is transported by the School District or transported to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar document. Violators face the loss of transportation privileges, as well as possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property

## STUDENT DRESS AND APPEARANCE

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parent. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive to learning process or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

## POLICE INVESTIGATIONS

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;

- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of students;
- Vandalism/destruction of property; and
- Weapons on School District property.

## SEARCH AND SEIZURE

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student. The privacy rights of students shall be respected regarding any items found during a search that are not illegal or otherwise against School District policy or these administrative procedures.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

## STUDENT BULLYING AND CYBERBULLYING

The Board of Education has adopted a policy on bullying and cyberbullying, Policy 5517.01, and a Discrimination and Anti-Harassment Policy, Policy 5517. The Policies are intended to protect students from bullying, including

cyberbullying, and harassment regardless of the subject matter or motivation for the behavior.

### Complaint Procedure

The School District's complaint procedure regarding harassment can be found under Board of Education Policy 5517. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent may also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based on the protected classifications of race, color, sex, national origin, or disability, the incident(s) are instead investigated by the School District's designated Coordinator pursuant to Board of Education Policy 5517.

### Step 1: Formal Investigation

The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to

reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

## **Step 2: Decision**

*Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent or his/her designee;
- The Superintendent, or his/her designee, will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent, or his/her designee, will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in

accordance with the Student Code of Conduct; and

- The Superintendent, or his/her designee, will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

The Superintendent will prepare an annual written report to the Board, including all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

## **DISCRIMINATION AND HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form

of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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

## **TECHNOLOGY ACCEPTABLE USE**

District Technology Resources, as defined in Board of Education Bylaw 0100, afford students the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct. Board of Education Policy 7540.03 and its related administrative guidelines and the

Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology

protection measures will be subject to discipline.

Students may be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard Board Policy 7540.03 and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by Board Policy and its accompanying guidelines.

## **ELECTRONIC DEVICES/UNAUTHORIZED RECORDINGS**

Per Board of Education Policy 5136, building administrators may permit students to use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a

distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower

facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

## ELASTIC CLAUSE

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. A student who engages in an act of misconduct that is not specifically listed in this handbook is still subject to disciplinary action. In all cases, rules, regulations, and possible consequences shall be

as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the school's authority and the School District's responsibility to maintain order and provide a safe learning environment for all students.

## EMERGENCY SECLUSION AND PHYSICAL RESTRAINT

The School District is committed to investing in prevention efforts and to teach, practice and reinforce behaviors that result in positive academic and social outcomes for students. In the event that staff members need to restrain and/or seclude students, it must be done in accordance with Board of Education Policy 5630.01, which is intended to:

- promote the care, safety, welfare and security of the school community and the dignity of each student;
- encourage the use of proactive, effective, evidence and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all students; and
- ensure that seclusion and restraint are used only as a **last resort** in an **emergency situation** and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

Seclusion or restraint must be used only under emergency situations and if essential. An emergency situation is one in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others. An emergency situation requires immediate intervention. An emergency seclusion or restraint may not be used in place of appropriate, less restrictive interventions. Emergency seclusion or restraint shall be performed in a manner that is safe, appropriate, and sensitive and proportionate to



the student's severity of behavior, chronological and developmental age, physical size, gender, physical condition, medical condition, psychiatric condition, and personal history, including any history of physical or sexual abuse or trauma.

While using emergency seclusion/restraint, staff must:

- involve key identified personnel to protect the care, welfare, dignity, and safety of the student;
- continually observe the student in emergency seclusion for indications of physical distress and seek medical assistance if there is a concern;
- document observations;
- ensure to the extent practicable, in light of the ongoing emergency situation, that the emergency seclusion/restraint does not interfere with the student's ability to communicate using the student's primary mode of communication; and
- ensure that at all times during the use of emergency seclusion/restraint there are school personnel present who can communicate with the student using the student's primary mode of communication.

Each use of an emergency seclusion or restraint and the reason for each use shall be documented and reported. After any use of an emergency seclusion or restraint, staff must make reasonable efforts to debrief and consult with the parent or guardian and the student (as appropriate) regarding the determination of future actions.

## **INTRODUCTION TO DISCIPLINARY ACTIONS AND PROHIBITED CONDUCT**

### **Introduction**

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with

the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

### **Attendance and Tardiness Policies**

The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

### **Range of Discipline**

Unless stated otherwise, the discipline which may be imposed for a violation of a prohibited act listed in the Student Code of Conduct ranges from administrative intervention to permanent expulsion. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in

a prohibited act which violates law may be referred to the appropriate police authority. The School District will comply with all state and federal laws with respect to the discipline of students educated under an IEP or Section 504 Plan or students who are suspected to have a disability.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

## **PRESUMPTION AGAINST LONG-TERM SUSPENSION AND EXPULSION**

### **Rebuttable Presumption**

Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent. The form may be retained in any format.

### **Restorative Practices**

Consistent with Michigan law and in every case, the School District will consider restorative



practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

## DEFINITIONS OF DISCIPLINE

**Administrative Intervention:** Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, conference, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

**Snap Suspension:** Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

**Suspension:** Exclusion of a student from school for 60 school days or fewer or exclusion of a student from school which exclusion will

terminate upon the fulfillment of a specific set of conditions.

**Expulsion:** Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

## PROHIBITED ACTS

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

### 1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

### 2. Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35.

### 3. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.

#### **4. Bullying and Hazing**

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 5517.01. A corresponding administrative regulation has been developed to implement the policy.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

#### **5. Coercion, Extortion, and Blackmail**

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

#### **6. Copyrighted Material**

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

#### **7. Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

#### **8. Criminal Sexual Conduct**

A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. The penalty is administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.

#### **9. Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

#### **10. Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;

- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

#### **11. Damage of Property or Theft**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

#### **12. Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone. This section is supplemental to, and does not limit or supersede, paragraph 35.

#### **13. Dress**

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

#### **14. Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives,

stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

#### **15. Electronic Communication Devices and Laser Pointers**

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

**High School:** Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.

**Middle and Elementary School:** Students may not use or possess active electronic communication devices without staff permission.

#### **16. Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

**17. Failure to Cooperate**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

**18. False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**19. False Allegations**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**20. Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

**21. Fighting, Assault, and Battery on Another Person**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

**22. Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared

chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**23. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**24. Improper Communications**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school

building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

**25. Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**26. Look-A-Like Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**27. Misconduct Prior to Enrollment**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

**28. Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**29. Scholastic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair

advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

**30. Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

**31. Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

**32. Trespassing, Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

**33. Violation of Acceptable Use Policy**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

**34. Violation of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

### **35. Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or more, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

## **DUE PROCESS –DISCIPLINE PROCEDURES**

### **Introduction**

These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education. The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

### **Short-Term Suspension (10 school days or less)**

As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain his/her version of the facts; and
- Consider each of seven individual factors listed on pages 5-6 of this Student Code of Conduct.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student and as soon thereafter as reasonable, provide the student

with his/her due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent or guardian of the suspension and of the reasons and conditions of the suspension. A Student Suspension Notice or its equivalent is to be completed, with copies going to the parent and the student's file. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

### **Long-Term Suspension (11 school days or more), Expulsion (60 school days or more), and Permanent Expulsion**

**Step 1:** If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on pages 19-20 of this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present

a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent or his/her designee. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent or his/her designee. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent or designee, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

**Step 2:** A hearing before the Superintendent, or his/her designee, will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 19-20 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or his/her parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent or his/her designee, may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges

upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent, or his/her designee, may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

**Step 3:** The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent, or his/her designee, due to extenuating circumstances.

**Step 4:** A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent. An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at his/her level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, the student, or others and will render a written decision on the appeal within fifteen (15) school days.

## **INCONSISTENCY WITH LAW, BOARD POLICY, OR ADMINISTRATIVE REGULATION**

This Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding that Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.



## SECTION 2: SAFETY AND SECURITY

### **SURVEILLANCE VIDEO AND AUDIO MONITORING SYSTEM**

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The use of video surveillance and electronic monitoring equipment is governed by Board of Education Policy 7440.01. Video surveillance and electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance and electronic monitoring systems serve to complement other means being employed in the School District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance and electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be

responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses.

Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

Any person who acts to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff



Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record.

Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording).

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic

contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

## **CLOSED CAMPUS**

Students in grades 6-12 are to remain in school throughout the school day, including the lunch period, unless otherwise authorized by the Administration.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal. Visitors to the school are governed by Board of Education Policy 9150.

## **ANIMALS ON SCHOOL PROPERTY**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. All animals on School District property, including service animals, are governed by Board of Education Policy 8390 and shall be annually approved by the Superintendent or designee.

## **EMERGENCY DRILLS**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning. The School District shall develop emergency preparedness procedures that address the following goals and/or objectives:

- The health and safety of students and staff are safeguarded;
- The time necessary for instructional purposes is not unduly diverted;
- Minimum disruption to the educational program occurs;
- Students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The School District complies with all fire safety laws and will conduct fire drills in accordance with State law. Each school shall conduct a minimum of five (5) fire drills each school year. Three (3) of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The Principal shall provide that documentation of a completed school safety drill is posted on the School District's website within thirty (30) school days after the drill is completed.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, notification of the closing will be provided by the School District's parent messaging system. In addition, notification will be posted on the School District's website and available social media. Parents and students are

responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School District cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live at an established distance from school. The transportation schedule and routes are available by contacting the Transportation Department at 248-865-3680.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any

reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

### **Previous to loading (on the road and at school), each student shall:**

- Be on time at the designated loading zone (10 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the school transportation;
- Line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross; and
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

### **During the trip, each student shall:**

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
- Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other riders;
- Not eat; and
- Not tamper with the school vehicle or any of its equipment.

### **Leaving the bus, each student shall:**

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

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

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

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. Students wishing to drive to school shall complete the required registration forms and must obtain and display the correct parking permit. Failure to comply with self-transportation rules will result in the loss of privileges and/or disciplinary actions for the student. If a student's parking permit is suspended, no fees will be refunded.

## SECTION 3: HEALTH AND WELLNESS

### WELLNESS POLICY

The Board of Education has established a comprehensive Wellness Policy for the West Bloomfield School District, which is described fully in Board of Education Policy 8510. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the School District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

### SCHOOL LUNCH PROGRAM

The School District participates in the National School Lunch Program and makes lunches available to students for a fee. The School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Board of Education Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including, but not limited to, the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

### FREE AND REDUCED-PRICED MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance. The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student. Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

### TREATS AND SNACKS AT ELEMENTARY SCHOOLS

At snack time, students may bring a healthy snack that does not contain peanuts or tree nuts. Homemade baked goods are not acceptable. Examples of acceptable snacks are fresh fruit,

vegetables, pretzels, crackers, etc. Snacks should be a single portion and easily consumed. Fruits and vegetables are simple and healthy, and therefore strongly encouraged. Chips, fruit drinks or soda pop are not acceptable.

Elementary buildings do not celebrate birthdays with treats, baked goods, candy, toys, or food of any kind in the classroom. Instead, elementary classroom teachers will continue to recognize children on their special day in special ways. Each child's birthday will be celebrated in a unique way as defined by the classroom teachers.

Throughout the school year, there may be events or occasions where snacks are provided or brought in for students. Please refrain from making any homemade baked goods and bringing them into the classroom. Cross contamination from home to school can happen easily. Instead, it is asked that any items that are brought into the classroom are purchased and include the manufacturer's labels on the product. Please read all labels carefully. Any product entering the classroom with the labels torn off will be sent home. Any items on which the label states that the product contains (or may contain): peanuts, tree nuts, or items that are manufactured in a plant that contains peanuts or tree nuts will also be sent home.

## **ILLNESS AND INJURY**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS AND ALLERGIES**

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require

specially designed instruction for them to benefit educationally, they will be eligible for accommodations, modifications, or interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations, modifications, or interventions will be provided pursuant to Section 504 of the Rehabilitation Act of 1973.

Chronic health conditions, for the purposes of Board of Education Policy 5335, shall include:

- Peanut and other food allergies;
- Allergies;
- Asthma;
- Diabetes;
- Seizure disorders; and
- Other documented health conditions.

## **HOMEBOUND INSTRUCTION**

The School District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Director of Student Support Services. The School District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

The School District shall begin instruction within three (3) days from the date of notification for students not enrolled in a special education

program. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The School District reserves the right to withhold homebound instruction when:

- The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- A parent or other adult in authority is not at home with the student during the hours of instruction; or
- The condition of the student is such as to preclude his/her benefit from such instruction.

## COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill with or has been exposed to a casual-contact communicable disease or highly-transient pest, such as lice. Specific diseases include, but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

In the case of non casual-contact, communicable-diseases, the school still has the

obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Oakland County Health Division, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.



A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Students Support Services at 248-865-6470 to inquire about evaluation procedures and programs.

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

## CARDIAC EMERGENCY RESPONSE PLAN/AED

Board of Education Policy 8420 includes the following steps to be taken in response to a cardiac emergency:

- Use and regular maintenance of automated external defibrillators, if available;
- Activation of a cardiac emergency response team during an identified cardiac emergency;
- A plan for effective and efficient communication throughout the school campus;
- If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques;
- Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan; and
- An annual review and evaluation of the cardiac emergency response plan.

## USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:



- There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under 18 years of age) to possess and use the inhaler (Medication Request and Authorization Form); and
- The building administrator has received a copy of the written approvals from the physician and the parent/guardian; and
- There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities

Each school in the School District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the Superintendent or designee to be sure that the supply of Epi-Pens is

maintained at the appropriate level and they have not expired. The Superintendent/designee shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

## CONCUSSIONS

To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The School District shall comply with whichever standards are more protective.

## PHYSICAL EXAMINATIONS AND SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide invasive physical examinations and screenings on school premises. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's principal, or by submitting the *Physical Examinations and Screenings Opt-Out Form*.

## EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines.

## SECTION 4: ACADEMIC PROGRAMS AND SERVICES

### ATTENDANCE

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The School District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

#### Absence/Unexcused Absence Defined

Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. Unexcused Absence is defined as an Absence for which no parental excuse has been approved.

#### Reporting of Unexcused Absences

The School District shall report to the Center for Educational Performance and Information of the State of Michigan by June 30, in a manner prescribed by the Center, the number of students in the District who have had 10 or more unexcused absences that year. For students in grades 9 to 12, the report shall include both the total number of unexcused absences in any single course and the total number of unexcused absences in all courses.

#### Excusable Reasons for Absence

The School District accepts only the following as excusable reasons for absence from school. Each absence shall be explained by the student's parents. The excuse shall be submitted to the Attendance Office and filed as part of the student's school record. A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal illness (the principal may require a doctor's confirmation if he/she deems it advisable);
- Illness in the family;

- Quarantine of the home (limited to the length of the quarantine as fixed by the proper health officials);
- Death of a relative;
- Observance of religious holidays (any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief); or
- Absence during the school day for professional appointments (parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day; since this is not always possible, when a student is to be absent for part of the day the student shall be excused by his/her parents; the student may be asked to bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment; and the student shall report back to school immediately after his/her appointment if school is still in session).

#### Student Vacations During the School Year

Parents are encouraged to schedule vacations when school is not in session. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Absences taken during midterm or final exams may not be excused.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the building administrator. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

#### Truancy

A student shall be considered truant each day or part of the day he/she is unexcusably absent from his/her assigned location. A student will be

considered tardy rather than absent if s/he is in his/her assigned location after the official start of the school day or activity.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- No credit will be recorded for work missed as a result of truancy.
- A record of the truancy will be entered in the student's record file.
- A parent conference may be held.
- A referral may be made to Youth Assistance and/or the County Truancy Officer.

A student shall be considered an "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) truantries during a school year. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct. Truant students who are minor parents are to be reported to the Department of Health and Human Services.

#### **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building administrator.

#### **Make-Up Opportunities**

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

#### **Tardiness**

Students not in homeroom or in class when the late bell rings are considered tardy. All students who are tardy to school must report to the principal's office to sign in. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class. Teachers shall refer cases of chronic tardiness to the principal.

When a High School/Middle School student has been tardy to homeroom or to a class on three (3) occasions, a lunch, after school, in school or Saturday detention will be assigned by the principal. Chronic tardiness may result in additional disciplinary consequences and/or referral to Youth Assistance.

### **ENROLLING IN THE SCHOOL DISTRICT**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the School District's Schools of Choice open enrollment policy, or unless enrolling and paying tuition. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document;
- Court papers allocating parental rights and responsibilities, or custody (if appropriate);
- Proof of residency; and
- Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Enrollment Center or school office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the School District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the School District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the School District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the School District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent or his/her designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

At the elementary level, the school principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary class schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through Board of Education Policy 2112, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the School District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### **Parental Involvement Plan**

Durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- Establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;

- Establishing and supporting a consistent and shared approach to child guidance and discipline;
- Providing for the proper health, safety, and well-being for their child; and
- Developing English language proficiency.

The District is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Parental Involvement Plan for the District shall include, but not be limited to, the following strategies:

- Hold an annual meeting to inform parents of the District Parental Involvement Plan. A positive invitation in language understandable to the parents will be given to explain the District's commitment and the parent's right to be involved in the educational process of their child.
- Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan.
- Arrange scheduled parent/teacher conferences and parent requested conferences.
- Post PTO meetings, and parent involvement meetings on the District website and via-e-mail.
- Publish District and School Newsletter(s) informing parents about other events at

the school(s). This newsletter will also provide parents information about scheduled District and school meetings and activities.

- Send home a parent-student teacher compact that outlines how parents and school staff will share the responsibility for improved student achievement of their children. This compact shall be discussed and revised as necessary at least annually at school meetings.
- Maintain a consistent, District wide effort to communicate regularly with parents.
- Schedule at least one (1) parent conference annually with the teacher(s) to inform parents of the student's progress.
- Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- Distribute home language surveys annually to identify students for whom English is a second language to provide a means for developing individualized instruction when needed.
- Encourage continued positive partnerships involvement throughout the community by staff and administrators.
- Encourage active faculty participation in PTO.
- Encourage parents to serve as chaperones for class field trips and other school activities.

### **Relations with Parents**

The School District encourages parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the School District, through its designated administrators, recognizes the responsibility to monitor

students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the District encourages parents to support their child's career in school by:

- Participating in school functions, organizations and committees;
- Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- Requiring their child to observe all school rules and regulations;
- Supporting or enforcing consequences for their child's willful misbehavior in school;
- Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- Reading all communications from the school, signing, and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

## **COURSE OFFERINGS**

Available course offerings are published each year in the Course Description Handbook.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may

participate in any school-sponsored trip without parental consent.

## GRADES

The School District adheres to a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The School District uses the following grading system:

A	90% - 100%	4.0
B	80% - 89.9%	3.0
C	70% - 79.9%	2.0
D	60% - 69.9%	1.0
F	0% - 59.9%	0.0
G	Pass (credit is granted and is not calculated in GPA)	
H	Fail (no credit is granted and is not calculated in GPA)	
I	Incomplete (content must be completed within agreed upon time period to earn a grade)	

AP classes follow a 5.0 scale, with one additional GPA point added. However, colleges and universities may recalculate GPA based on their own formula. Honors classes are not weighted

and do not add to the GPA, but are noted on the high school transcript

## Grading Periods

Students shall receive a report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades

## PROMOTION, PLACEMENT, AND RETENTION

It shall be the policy of the Board of Education that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when he/she has:

- Completed the course requirements at the presently assigned grade;
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

At the high school level, a student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a



personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

## GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Board, the Michigan Department of Education (MDE), and as provided by State law. Credit may be earned by:

- Traditional coursework;
- Demonstrating mastery of subject area content expectations or guidelines for the credit;
- Related coursework in which content standards are embedded;
- Non-traditional coursework;
- Independent teacher-guided study;
- Testing out;
- Dual enrollment;
- Advanced placement courses;
- International Baccalaureate or other "early college" programs;
- Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum; or

- On-line class.

If a student successfully completes all of the following credit requirements while in grades 7 to 12, the District will notate on the student's transcript or diploma that the student has earned a STEM endorsement:

- All applicable requirements of the Michigan merit standard for a high school diploma under sections M.C.L. 380.1278a and 1278b.
- At least six (6) credits in mathematics. At least five (5) of these credits must be in courses that are either listed in section M.C.L. 380.1278a(1)(a)(i) or that cover the same content standards as a course listed in section 1278a(1)(a)(i), including a credit for pre-calculus or calculus.
- At least six (6) credits in science. At least four (4) of these credits must be in courses that are either listed in section M.C.L. 380.1278b(1)(b) or that cover the same content standards as a course listed in section 1278b(1)(b).
- At least one-half (1/2) credit featuring significant course work involving technology activities and at least 1/2 credit featuring significant course work involving engineering activities. These credits may be gained through separate technology and engineering course work or in conjunction with course work associated with the credits required under subdivisions (b) and (c).

Students shall successfully complete an on-line course or learning experience or shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C.

Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if he/she successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if he/she earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the School District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided he/she completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any world language not offered by the District providing the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL

380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial. A student engaging in an internship or work experience under M.C.L. 380.1279h must complete a reflection project. The reflection project shall include:

- A copy of the student's time card from the internship or work experience.
- A resume that includes the internship or work experience.
- A written summary of the internship or work experience.

Career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

## **POSTSECONDARY (DUAL) ENROLLMENT PROGRAM**

Any student in Grades 9, 10, 11, or 12 may enroll in a postsecondary (dual) enrollment program providing he/she meets the requirements established by law and by the District. Any interested student should contact the school principal to obtain the necessary information.

## **ONLINE AND BLENDED LEARNING PROGRAMS**

The School District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

Online Learning means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and

their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Blended learning is a hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

### **Program Eligibility**

The School District shall offer a program for students in Grades 9-12. The School District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

### **Student Eligibility**

Students eligible for the School District's online or blended learning program must meet at least one of the following conditions:

- The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
- Only students enrolled in grades 6 to 12 are eligible to enroll in an online learning course. Students in grades K-5 are only eligible to participate in blended learning courses.

### **Course Availability and Access**

The School District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:

- On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
- Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
- Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.

The School District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).

The School District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O- B shall be followed and seat time waivers obtained.

An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the State-wide catalog of on-line courses maintained by the Michigan virtual university.

The School District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:

- The student has previously gained the credits provided from the completion of the on-line course.
- The on-line course is not capable of generating academic credit.

- The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
- The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
- The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.

If a student is denied enrollment in an on-line course by the School District, the student may appeal the denial by submitting a letter to the Intermediate School District (ISD) Superintendent. The appeal must include the reason provided by the School District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved. The ISD Superintendent shall respond to the appeal within five (5) days after it is received. If the ISD Superintendent determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi, the School District shall allow the student to enroll in the on-line course.

An online learning student shall have the same rights and access to technology in the School District's school facilities as all other students enrolled.

If a student successfully completes an on-line course, as determined by the School District, the School District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.

The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full- time equivalent student under this act.

### **Nonresident Applicants**

The School District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance. If the number of nonresident applicants exceeds the School District's capacity to provide the on-line course, the School District shall use a random draw system.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year may be recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the school principals and may include, but are not limited to Honor Rolls, Athletic Awards, and Special Awards. Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School District's computer network and the internet, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Board of Education Policy 7540.03 before being permitted to access the Network and/or being assigned an e-mail address.

## STUDENT ASSESSMENT

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

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the School District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent has developed a program of testing and assessment that includes:

- The Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), the PSAT and MI-Access Alternate Assessments administered each year in accordance with the schedule

established by statute and the State Department of Education;

- A valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.
- Criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work; and
- Selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades 1 - 5.

The Board requires that any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual behavior and attitude; illegal, anti-social, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or income without the prior consent of the adult student or without the prior written consent of the parent. Any personality testing complies with Department of Education guidelines.

The Board also requires that:

- Tests be administered by persons who are qualified under State law and regulation;
- Parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

- Data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records; and
- The results of each school-wide, program-wide, and district-wide test are made part of the public record.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the School District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student. The School District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the School District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student.

## **PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS**

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);

- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

## **GUIDANCE AND COUNSELING SERVICES**

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the District. The guidance and counseling program:

- Assists students in achieving their optimum growth;
- Enables students to draw the greatest benefit from the offerings of the instructional program of the schools;
- Assists students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;
- Helps integrate all the student's experience so that s/he can better relate school activity to life outside the school; and
- Helps students learn to make their own decisions and solve problems independently.

## **COMMENCEMENT/GRADUATION**

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the

requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

## **EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. The student may participate in the graduation ceremonies with his/her designated class.

## **CAREER AND TECHNICAL EDUCATION**

The Board of Education agrees to coordinate and cooperate with intermediate, State, and Federal educational agencies in an effort to establish Career and Technical Education (CTE) in school districts. Through participation in the State Aid categorical of Added Cost (61a) and Federal legislation including the Carl D. Perkins Vocational and Applied Technology Act, and in cooperation with public secondary and postsecondary educational agencies, the Board will seek to provide funding to support career-related education opportunities for both youth and adults in the service area by:

- Promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students; and
- Supporting partnerships among

secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries.

The Superintendent and staff will work and plan in cooperation with business, industry, and labor to reflect their changing needs for trained personnel

## **FOREIGN EXCHANGE STUDENTS**

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having exchange visitor students as members of the student body of the School District's high school(s). The School District's Foreign Exchange Student program has been suspended for the 2021-2022 school year.

## **TRANSFER OUT OF THE SCHOOL DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school for specific details. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.



## **SECTION 5: STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The West Bloomfield School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Extracurricular activities do not reflect the School District curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission to meet can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School District rules and must provide equal opportunity to participate. No nondistrict-sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

The School District provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For a complete list of activities currently being offered in the athletics program please contact the Athletic Director at 248-865-6743.

All athletic programs of the School District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **STUDENT EMPLOYMENT**

The School District does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first contact the counseling office to discuss any legal requirements and obtain any required work permits.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School District encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School District will not be able to supervise unaccompanied students nor will it be

responsible for students who arrive without an adult chaperone.

The School District will continue to provide adequate supervision for all students who are participants in a School District activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the group's advisor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent

group, booster club, or community organization on school property without the approval of the principal.

## SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

Board of Education Policy 5722 designates official, school-sponsored student media, such as, but not limited to, student publications, student productions, and student performances, to be limited-purpose public forums, including, but not limited to any student publication/production/performance.

As limited-purpose public forums the student journalists or performers associated with the publications and/or productions listed above may address matters of concern and/or interest to their readers/viewers. These limited-purpose public forums are not open to the public at large and are not intended to address general matters of public concern. As limited-purpose public forums, school officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication or performance; however, school officials may review the content and reject an article, publication, or production due to one of the following four (4) reasons where:

- Poor grammar or writing is evident;
- A legitimate question of age appropriateness of the material exists;
- Matters beyond the limited scope of the forum are included; and/or
- The content involves unprotected speech.

These publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and subject only to limited prior review. Given these student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content beyond that covered by the school officials' limited prior review. With editorial control comes responsibility. Student

journalists and performers are expected to establish and enforce standards for their publications and productions that are consistent with professional journalism, theatrical, and broadcast standards.

All other school-sponsored student publications and productions, including classroom and/or other curricular, co-curricular, or extra-curricular club publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except those publications or productions listed above, prior to publication or performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

## OUTSIDE GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and School District facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by the Board of Education.

## APPENDIX: ANNUAL NOTIFICATIONS

The word “parents,” when used in these Annual Notifications, includes legal guardians and, where required by law, those acting in the place of parents.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal law known as the [Family Educational Rights and Privacy Act \(FERPA\)](#) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. **The right to inspect and review the student’s education records within 30 days after the day the School District receives a request for access.** Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.** Parents or eligible students who wish to ask the School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.
3. **The right to provide written consent before the School District discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.
4. **The right to refuse to allow the disclosure of “directory information.”** “Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student or his/her parent, without written consent. The Board of Education has defined “directory information” to include a student’s:
  - A student’s name;

- Address;
- Telephone number;
- Major field of study;
- Participation in officially recognized activities and sports;
- Height and weight, if a member of an athletic team;
- Awards received;
- Telephone numbers for inclusion in school or PTO directories;
- School photographs or videos of students participating in school activities, events or programs; and
- Most recent previous school attended.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District’s intent to make directory information available to students and parents. Common uses for students’ directory information, which include, but are not limited to: a playbill showing your student’s role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; school or district websites, and sports activity sheets, such as for wrestling, showing weight and height of team members.

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District's public notice. Parents may submit written notification to the building principal of their child’s school and/or fill out the attached *FERPA Opt-Out Form*.

- 5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5280

**United States Armed Forces:** The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student’s directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

**Other Agencies or Institutions:** As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

**Compliance:** The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the School District to provide a safe and nurturing educational environment for all of its students. [Board of Education Policy 5517.01](#) protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

The Policy specifically prohibits the bullying of a pupil, as well as prohibiting retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated. Further, the Policy identifies the officials responsible for ensuring that the Policy is implemented, procedures for providing notification to the parents or guardians of a victim and perpetrator of bullying, procedures for reporting incidents of bullying, procedures for the prompt investigation of a report of bullying, and assurances of confidentiality to the extent appropriate and/or legally permitted.

## **NOTICE OF ASBESTOS IN BUILDINGS**

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the [Asbestos Hazard Emergency Response Act](#) (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

## **PESTICIDE ADVISORY TO PARENTS AND GUARDIANS**

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility. Please be advised that the West Bloomfield School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel

formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school / day-care center, and the second method will be by the method(s) below:

- Posting in a public, common area of the school or day care center, other than an entrance. We will post in the building main office area.
- Providing parents or guardians with a written notice via E-mail or via the school newsletter.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the form included on page 15 of these annual notifications and return it according to the instructions on the form.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

## **DRUG-FREE ENVIRONMENT/PROTECTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, within the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

## **NONDISCRIMINATION**

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact one of the School District's Civil Rights Compliance Officer, the Assistant Superintendent of Talent Development and Management (HR) at 248-865-6426, or visit the Talent Development and Management (HR) offices at 5810 Commerce Rd., West Bloomfield, MI 48324, during regular business hours of 8:00 a.m. to 4:30 p.m.

## **SELECTIVE SERVICE**

The Board of Education is required by [Board of Education Policy 8330](#) to notify male students age eighteen (18) or older that they are required to register for the selective service.



## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The School District, in accordance with the [McKinney-Vento Homeless Assistance Act](#), will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student would also qualify for free meals under the National School Lunch Program. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Curriculum Department secretary as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Curriculum Department secretary at 248-865-6496 or visit the Curriculum Department at 5810 Commerce Rd., West Bloomfield, MI 48324 during regular business hours of 8:00 a.m. to 4:30 p.m.

## **PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

## **SCHOOL PROPERTY**

The Board of Education acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

## **SEARCH AND SEIZURE**

The Board of Education also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

## SPECIAL EDUCATION AND SECTION 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

## PERSONAL CURRICULUM

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information about personal curriculums, please visit the [MDE Personal Curriculum web site](#).

## STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Under the federal [Protection of Pupil Rights Amendment](#) (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings. Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the school principal.

## TITLE I FUNDS: PARENT INVOLVEMENT

Roosevelt Elementary, Scotch Elementary, Sheiko Elementary, and Abbott Middle School receive Title I funding. Roosevelt Elementary receives school-wide funding, while Scotch Elementary, Sheiko Elementary and Abbott Middle School receive targeted funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). The School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the School District will provide a variety of opportunities for families and other members of the community to become involved in children's education. Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to the Assistant Superintendent of Talent Development and Management (HR). The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which he/she provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

## PROGRAMS FOR ENGLISH LANGUAGE LEARNER STUDENTS

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

## WELLNESS POLICY

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board of Education's wellness policy can be found at [Board of Education Policy 8510](#).

## PHYSICAL EXAMINATIONS AND SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide invasive physical examinations and screenings on school premises. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's principal, or by submitting the *Physical Examinations and Screenings Opt-Out Form*.

## CHILD NUTRITION PROGRAM

The School District participates in the National School Lunch Program, and the School Breakfast Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District's main office. The corresponding policy and/or administrative regulations may be reviewed by any interested party and can be found at [Board of Education Policy 8531](#).

To apply for reduced-price or full-price meals at any time during the school year, please visit the West Bloomfield School District Nutrition Services website and apply online or contact the Director of Nutrition Services, at 248-865-6733 or at 4925 Orchard Lake Road, West Bloomfield, MI 48323. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the 2022-2023 school year if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

Income Eligibility for Reduced-Price Meals for 2021-2022					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$25,142	\$2,096	\$1,048	\$967	\$484
2	\$33,874	\$2,823	\$1,412	\$1,303	\$652
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For each additional family member add:	\$8,732	\$728	\$364	\$336	\$168

Income Eligibility for Free Meals for 2021-2022					
Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$17,667	\$1,473	\$737	\$680	\$340
2	\$23,803	\$1,984	\$992	\$916	\$458
3	\$29,939	\$2,495	\$1,248	\$1,152	\$576
4	\$36,075	\$3,007	\$1,504	\$1,388	\$694
5	\$42,211	\$3,518	\$1,759	\$1,624	\$812
6	\$48,347	\$4,029	\$2,015	\$1,860	\$930
7	\$54,483	\$4,541	\$2,271	\$2,096	\$1,048
8	\$60,619	\$5,052	\$2,526	\$2,332	\$1,166
For each additional family member add:	\$6,136	\$512	\$256	\$236	\$118

Students whose parents become unemployed during the school year are eligible for reduced-price or free meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or free meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting the Assistant Superintendent of Business and Operations at 248-865-6434, or visit the Business Services offices at 5810 Commerce Rd., West Bloomfield, MI 48324, during regular business hours.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

## MEAL CHARGING POLICY AND PROCEDURE

West Bloomfield School District recognizes the importance of adequate nutrition for students to learn, and provides daily breakfast and lunch service in all buildings. Parents are responsible for the cost of meals for their child(ren), and/or submitting a completed application for free or reduced-price meals. Online applications and instructions for free and reduced-price meals are provided to all families annually. Additional resources are available on the Food Service Department webpage.

Nutrition Services will contact the parent/guardian by email, Negative Balance notice and/or phone when the account balance reaches a **negative status**. Parents may make no fee payments by check, credit card on their Family Portal account or by sending cash (in a sealed envelope with child's first and last name legibly printed). Cash should only be sent with a responsible student as the West Bloomfield School District

is not responsible for lost cash. Parents may transfer money from one sibling's account to another through their Family Portal account or by contacting the Nutrition Services Office.

A weekly report of students with insufficient funds to purchase a meal will be sent to each principal. This policy shall be provided in writing to each student annually and upon enrollment for transfer students.

#### **Elementary School:**

- No charging of meals or a la carte (this includes milk/water/juice) will be permitted at the elementary level.
- If a student's Food Service account becomes negative, he/she will receive an alternate meal free of charge (snack crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch). Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- Low balance emails will be sent twice weekly to the parent/guardian email on file.
- Staff will not be permitted to charge meals or a la carte.

#### **Middle School and High School:**

- No charging of meals or a la carte will be permitted at the secondary level.
- No charging signs will be posted at all serving areas. It is the student's responsibility to know account balance prior to requesting a meal.
- If a student requests a meal, proceeds to the cashier and has insufficient funds, he or she will be offered an alternate meal free of charge.
- The alternate meal will consist of snack crackers/fruit for breakfast and cheese sandwich, fruit or vegetable and milk for lunch. Students with special dietary needs will receive an alternative meal that complies with a physician meal prescription on file with the Nutrition Department. The alternate meal will be served in the same nature as all other meals, without any distinction; if necessary, a very discreet explanation to the child will be given.
- Low balance emails will be sent twice weekly to the parent/guardian email on file.
- Staff will not be permitted to charge meals or a la carte.

#### **Delinquent Accounts**

- All unpaid meal charges will be added to the list of outstanding fees at the end of the school year. Negative Food Service balances will be processed in the same manner as all other outstanding school/district balances (i.e. lost library or text books).
- Federal Regulation prohibits Nutrition Services Department to subsidize, write off or repay fees from uncollected Food Service accounts.

#### **Positive Balances**

If a student leaves the District with a positive Food Service account balance, a request for a refund must be made within 30 days. Any remaining balances may be donated to the Food Service Account Assistance Fund which provides financial assistance to students who are unable to pay negative account balances. Nutrition Services will attempt to contact families with a positive balance. Balances over \$50 will be processed in accordance to the Michigan Department of Treasury's rules regarding unclaimed property.



## FERPA OPT-OUT FORM

2022-2023 School Year

Pursuant to the Federal Educational Rights and Privacy Act of 1974 (FERPA) and Section 1136 of the Revised School Code, MCL 380.1136, a student's education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student's education records will not be released to a third party without the parent's or student's (if the student is over the age of 18) prior written consent. One exception allows schools to release a student's "directory information" without obtaining the prior consent of the parent or student. "Directory information" is defined as:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

The School District has compiled a list of typical instances under which a student's directory information is likely to be used, including, but not limited to: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; school or district websites, and sports activity sheets, such as for wrestling, showing weight and height of team members. If you do not want the School District to release your or your student's directory information, you may choose to "opt-out" of this FERPA exception by filling out and submitting this form to the student's building principal.

*I request the School District withhold the above-referenced "directory information." I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the School District is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to the School District receiving this opt-out request, the School District may not be able to stop the disclosure of my directory information.*

Name of Student	Name of Parent Completing Form
Signature	Date





## PHYSICAL EXAMINATION AND SCREENINGS OPT-OUT FORM

2022-2023 School Year

At this time, the School District does not provide physical examinations and screenings, including non-emergency, invasive physical examinations or screenings that are not necessary to protect the immediate health and safety of a student or the school district community, to School District students as a condition of attendance or for any other reason.

In the event the School District does require such examinations or screenings and you do not want your student to participate, please sign and submit this form to the student's building principal.

I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by the School District and/or its employees, agents, or third-party contractors.

Name of Student	Name of Parent Completing Form
Signature	Date



## PESTICIDE APPLICATION REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL

Dear Parent/Guardian:

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you **will** receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

**West Bloomfield School District Facility Operations**  
**Attn: Ted Stinson**  
**3340 Orchard Lake Road**  
**West Bloomfield, MI 48324**

---

**I wish to receive a prior notice of any pesticide application to the school or day care center by  
first-class mail.**

Name of Student	Name of Parent Completing Form
Signature	Date
Street Address	City, Zip
Day Phone	Evening Phone
<b>Please check one:</b> <input type="checkbox"/> I wish to be notified prior to a scheduled pesticide application inside the school building. <input type="checkbox"/> I wish to be notified prior to a scheduled application outside the grounds of the school. <input type="checkbox"/> Both of the above	
Signature	Date