

Mason Public Schools Elementary Parent-Student Handbook 2017-2018



Mason Public Schools

Elementary Handbook

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Mason Public Schools
Inspire ~ Empower ~ Succeed

**ELEMENTARY
SCHOOLS**

Alaiedon Elementary

Shana Barnum, Principal
1723 N. Okemos Road ~ Mason, Michigan 48854
517-676-6499

North Aurelius Elementary

Mike Prelesnik, Principal
115 North Aurelius Road ~ Mason, Michigan 48854
517-676-6506

Steele Elementary

Kevin Dufresne, Principal
531 Steele Street ~ Mason, Michigan 48854
517-676-6510

Mason Public Schools Vision & Mission Statement

Mason Public Schools Vision Statement

Mason Public Schools will be an exemplary learning community that enables each student to flourish as a responsible citizen in a complex, changing world.

Mason Public Schools Mission Statement

Mason Public Schools is committed to academic excellence in a safe environment where students develop critical thinking skills, are empowered to succeed, and are encouraged to serve their community.

DISTRICT ADMINISTRATION INFORMATION

Board of Education:

Kurt Creamer, President
kurt@ofsadvisors.com

Tim Ayres, Trustee
tim@fluidchillers.com

Christopher Mumby, Vice President
mumbysu@gmail.com

Liz Evans, Trustee
lizevans66@gmail.com

Laura Cheney, Secretary
cheneyl@msu.edu

Steve Duane, Trustee
duaneste@gmail.com

Ralph Beebe, Treasurer
ralph@high-eng.com

Central Administration:

Superintendent
Executive Director of Curriculum
Chief Financial Officer (CFO)
Director of Human Resources
Director of Operations
Supervisor of Food Services
Director of Special Education
IT Network Engineer
Supervisor of Transportation
Coordinator of Community Education
Coordinator of Child Development Services

Ronald Drzewicki	676-6489
Matthew Stuard	676-6490
Cheryl Wald	676-2484
Rick Brooks	676-6490
Kevin Doty	676-6496
Chris Salmon	676-6529
Deborah Disbro	676-6532
Kevin Jones	676-6516
Kevin Doty	676-6496
Mary Kay Gavitt	244-6416
Emily Riley	676-6528

School Board Meetings:

2nd Monday of every month at 7:00 p.m.
(except April & July which are the 3rd Monday)
Please contact 676-2484 for meeting location.

WELCOME

Parents are most welcome in our schools! We ask all visitors to check in at the school office. This will assist us in identifying each person in the building and locating our guests in case of emergency. If parents want homework for a sick child or wish to speak to a teacher, please call the school office. The teacher will be notified, and there will be no interruption of the teaching time.

The school office is open from 8:00 a.m. to 4:00 p.m. If you have questions or concerns, please call. If you wish to meet with the principal, an appointment can be scheduled. Messages for teachers will be responded to as soon as possible. You are also welcome to stop in the office.

ATTENDANCE

It is important for students to attend classes each day in order to have the full advantage of all educational programs.

All children are expected to attend school on a regular basis. Compulsory school attendance laws exist recognizing this importance. In cases of excessive absences or tardies, it is our responsibility to ensure that these laws are followed. Therefore, notification of attendance concern will be sent to parents according to the table below.

Attendance Notification	Cumulative Attendance
<i>Written Notification</i>	10 absences or 10 tardies (excused & unexcused)
<i>Meeting with Principal & 2nd Written Notification</i>	15 absences (excused & unexcused)
<i>Truancy Referral</i>	20 absences (excused & unexcused)

In cases where absences are due to extended illness, modifications may be made to the notification schedule. Each case will be judged individually before a letter of concern is sent.

Absence: If a child is too sick to attend school in the morning, please call the office as soon as possible. If a child is absent, and the school has not been notified, a call home will be made to verify the absence. Our phone system is capable of taking calls when the office is closed. If you know ahead of time that a child will be absent, a call or written note is requested. If a child arrives at school before 10:10 a.m., he/she will not be counted absent for that morning. Likewise, if a student arrives before 2:15 p.m., he/she will not be counted absent for that afternoon.

Tardies: Students are expected to be on time to school. Issues of chronic tardiness will be dealt with by a series of calls, letters, and meetings, as needed, to ensure regular, prompt student attendance. Any student arriving late to school is to report to the school office before proceeding to class.

Vacation Absences: Family vacations taken while school is in session are discouraged. Work is difficult to make up and information missed during class discussions and instruction cannot be duplicated. Parents should be aware that absences caused by family vacations might put a child at an academic disadvantage and/or cause a grade to be affected.

It is the responsibility of the parent to notify the office in writing with the dates and reason for the absence. Parents are also expected to communicate with the classroom teacher regarding the absence and expectations for completing missed assignments. Missed work will be given to the student upon his/her return. They will have an equal number of days to their absence to complete the work.

Arrival at School: Children are not to arrive prior to 8:20 am, as there is no supervision of students due to staff meetings and other commitments at that time. Parents are asked to drop off children at the appropriate entrance of the school when buses are on the premises.

Early Pick-Up of Students: The number of instructional minutes in the school day is mandated by state law to ensure a quality education. **Students are engaged in meaningful activities right up to dismissal time at 3:48 p.m. Any efforts to avoid early pick-up will be appreciated as well as being beneficial to your child.** However, in the event that a child must leave school because of illness or any other unavoidable reason, he or she ***must be checked out at the office by the responsible adult.*** If you know ahead of time, such as in the case of a doctor's appointment, please notify the office personnel in writing, and we will share the information with the teacher. Children being picked up will be directed to report to the office for this purpose.

Change in Student Routine: If the usual dismissal routine is to be changed for a student (i.e., going to a friend's house, having you or someone else pick him/her up), we must have a **note/communication from parent/guardian by 3:00 pm.** Otherwise, the child will be required to leave school on his/her designated bus or by other established routine.

Moving to Another School: In the event that your child will be leaving to attend another school, notify the teacher and the office before moving. We would like to know your new address, date of moving and name of school where your child will be enrolled. The new school must request your child's records directly from our office.

CHILD CUSTODY

In cases where one parent has sole legal custody of a child and does not desire the other parent to have student pick-up rights, the school needs a copy of the most recent court order stating custody and visitation rights, etc. Non-custodial parents may come to the office to pick up duplicate copies of notes sent home, report cards, parent conference letters, etc., or they may leave stamped self-addressed envelopes in the office for mailing of same. Please make your request known by completing the *Parental Request for Information* form available in the office.

CODE OF CONDUCT

Each building has an established Positive Behavioral Interventions and Supports System (PBIS) that has safety, respect and responsibility as its core.

Rules and regulations are an important part of any organization. We expect children to demonstrate respect for others, themselves, their surroundings, and to use good manners. Parents, of course, have the major responsibility for teaching self-control and acceptable behavior. The school works closely with parents to reinforce that conduct. When a student accepts responsibility for his or her own behavior, much more attention can be devoted to teaching and learning.

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 district.

General Expectations: Each school has its own expectations, which are posted and communicated to the entire school community in a number of ways. Bullying behavior is considered unacceptable and is dealt with as warranted.

Classroom Expectations: Each classroom sets its own rules, which comply with the general school rules and accommodate the learning environment established by the teacher. These expectations will be communicated to parents by each classroom teacher.

Lunchroom Expectations: These guidelines are for safe and orderly behavior at lunch. Children are expected to follow these rules:

- Students will listen to and show respect for lunchroom supervisors.
- Students will eat quietly and use good table manners, keeping hands and feet to themselves.
- Students will raise hands to ask for assistance.
- Students will remain seated until dismissed by supervisor.

- All trash and garbage will be disposed of in proper containers.
- No food is to be taken or eaten outside the cafeteria.

Recess Expectations: These guidelines are for safe and friendly playground activities during recess. Children are expected to follow these rules:

Outdoor:

- Listen to and obey instructions from adults on duty.
- Be respectful of other students by sharing and taking turns.
- Ask permission before leaving the playground.
- Fighting, rough play, bad language, bullying and name-calling are not allowed.
- Go directly to designated playground areas staying away from doors, windows, and parking lots.
- Play safely. . . games involving chasing to tackle or knocking each other down are not permitted.
- Dangerous objects (i.e., stones, sticks, snowballs, or sand) may not be thrown.
- Use playground equipment safely (i.e., no jumping off swings in mid-air, no twisting of swings, go down slides feet first, no standing on top of parallel bars and monkey bars.)
- Playing on ice is not permitted.
- Items not allowed on the playground include: scooters, roller blades, skateboards, radios, bats, baseballs, or golf balls.
- Line up and enter the building quietly at the end of recess.

Indoor:

- Students may not be in the hallways without permission.
- Students are not allowed to run in the classrooms or hallways.
- Students are not allowed to throw balls or other objects around the room.
- Loud and boisterous behavior will not be tolerated. Students should use indoor voices.
- Students are encouraged to do the following:
 - 1) play board games;
 - 2) visit in small groups;
 - 3) read or do school work.

Bus Expectations: When riding the bus, students are expected to:

- Be courteous. Use no profane language.
- Not eat or drink on the bus.
- Keep the bus clean.

- Cooperate with the driver.
- Not be destructive.
- Stay in their seats.
- Keep head, hands, and feet inside the bus.
- Remember that the bus driver is authorized to assign seats.

General Disciplinary Consequences: The adult in closest proximity to an offense will deal with the problem immediately as instructed. If the issue is not resolved, the child will be referred to the principal for further disciplinary action.

- The teacher or principal may keep students in from recess for discipline.
- If the infraction is of a serious or repetitive nature, the parent will be called.
- The principal may assign an in-school suspension. Parents will be notified.
- An out-of-school suspension of up to ten days may be administered by the principal using the following guidelines:
 - Parents or guardians shall be notified before the student is suspended from school.
 - Students under suspension are not allowed on any school property, in a school building, or admitted to any school function.

Due Process: Discipline procedures are administered with due process in mind. Therefore students are:

1. Provided with specific oral or written examples of misbehavior.
2. Provided an opportunity to present their view of the situation.
3. Entitled to an explanation of the reasons used for disciplinary action.

Dangerous Weapons, Arson, and Sexual Misconduct: The school environment must be a place which is free from the threat of or actual physical harm to any student or staff member. The Board of Education will not tolerate arson, sexual harassment/sexual misconduct, rape, or the possession of a "dangerous weapon" in a "weapon free school zone" or in a school building or on school grounds. In implementing this policy, the District will comply with all of the dictates of Public Act 335 of 1993. The superintendent shall develop the appropriate Administrative Regulation outlining the requirements of the law which also provides notice to students, parents, and staff members of their obligations in maintaining a safe school environment. The Administrative Regulations shall set forth procedures to be followed when a violation of this policy occurs.

USE OF TOBACCO ON SCHOOL PREMISES - Board of Education Policy # 7434

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits

the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. "use of a tobacco product" means any of the following:
 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
 2. the inhaling or chewing of a tobacco product;
 3. the placing of a tobacco product within a person's mouth;
 4. the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Tobacco may not be advertised or promoted on school property or at school controlled events. Tobacco companies/products may not sponsor any school activity or project.

M.C.L.333.12601 et seq.

M.C.L.380.1170

M.C.L.750.473

20 U.S.C. 6081 et seq.

U.S.D.O.E. Memorandum, 1995

MDE Board Policy on 24/7 Tobacco-Free Schools

ORGANIZATIONAL COMMUNICATION SYSTEMS

Mason Public Schools has implemented and continuously improves our communication system to inform, engage and gather input from students, families and the community. The three main primary vehicles of communication are:

- www.masonk12.net
- <https://www.facebook.com/masonpublicschools>
- instant alert system

District Communications:

Mason Public Schools District Newsletter: A newsletter is prepared and sent electronically to all parents and is available on the school district website to all Mason residents at least three times a year. In addition to comments from the superintendent, broad issues of general concern and activities of all Mason schools are covered. For input or information contact the editor through central office.

Office Communications:

School newsletters are sent electronically to all parents and are available on the school district website on a regular basis. Hard copies are available upon request. In addition, *many pieces of information* will come your way which address parent conferences, extra-curricular activities, PTO activities, health issues, etc. A *school lunch menu* is sent home in September that covers the entire school year. Please check with your child each night to see if he/she has any communications from school.

Parent/Teacher Communications: Teachers will communicate with you in many ways: *class websites, technology apps, general letters or memos, personal notes, phone calls, e-mails, or in some cases newsletters.* Teachers welcome feedback from parents at any time.

Voicemail: Each teacher will inform parents about access to their mailbox number, or you may contact the office.

Tips for Better Home/School Communications:

- Get to know the school principal and staff members. Attend school open houses, parent-teacher conferences, and other events.
- Let the principal or staff member know when you are pleased about something, as well as when you are dissatisfied.
- If an issue arises, communicate with the staff member or administrator *closest* to the situation.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be resolved in a way that is fair and reasonable.

CULTURAL RESPONSIVENESS

School communications and activities are responsive to the varied ability levels, schedules, diversity and language, socio-economic status, cultural traditions and belief systems of our community.

- Interpreters available when the need arises
- Surveys, focus groups and informal conversations are used to gather information from families and the community.
- ELL (English Language Learners)

CONCERN/REQUEST PROCEDURES

Believing that young people can best be educated in an environment where the home and school are working closely together, the Mason Board of Education, in an effort to facilitate the flow of communication between parents, interested citizens, and personnel of the Mason Public Schools, hereby establishes the following Concern/Request Procedures:

STEP I: Concern/request informally discussed with the building principal.

STEP II: Concern/request put in writing and submitted to the building principal. Within 10 days the principal is to respond in writing. If not satisfied with the principal's response, continue to Step III.

STEP III: Unresolved concern/request, including the principal's response, submitted to the superintendent. Within 10 days the superintendent is to respond in writing.

CRISIS RESPONSE

A crisis response team has been established at all Mason elementary schools. The purpose of the group is to develop a plan of action in the case of a traumatic event. The team received training in identifying a major crisis, determining the effect on students and staff, organizing efforts to deal with the aftermath, securing needed resource people, communicating with the public, and networking with other district crisis teams.

CURRICULUM AND ASSESSMENTS

This section is designed to give you a brief overview of the curriculum taught at the elementary level in the Mason Public Schools. A variety of materials, assessments (summative, formative, and screener) resources and techniques will be utilized to accommodate each child's instructional level and learning style. *Specific grade level and classroom programs are covered by individual teachers.*

Common Core (CCSS):

To ensure all students are ready for success after high school, the Common Core State Standards (CCSS) have replaced Michigan Grade Level Content Expectations. The new

standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from Kindergarten through 12th grade. The new standards focus on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful in college and career. Mason Public Schools will provide a variety of curriculum materials, resources, and technology tools to accommodate diverse learning styles.

Assessments:

Mason Public Schools has implemented a comprehensive assessment system which includes summative, formative, screener and classroom assessments.

- **Summative:** M-STEP, NAEP (if selected) – Core Subjects
Formative: Wonders Assessments & MLPP (Literacy); Chapter/ Unit Go Math! Assessments
- **Screener/Progress Monitoring:** AIMSweb (Math & Literacy)

Language Arts: All areas of language are interrelated and each depends on proficiency in the others in order to master the art of communication.

- **Reading & Writing:** Common Core State Standards establish guidelines for English Language Arts (ELA) as well as for literacy in history/social studies, science, and technical subjects. Students must learn to read, write, speak, listen, and use language effectively in a variety of content areas. The standards promote the literacy skills and concepts required for college and career readiness across multiple disciplines.

Math: The math program of the Mason Public Schools emphasizes the understanding of mathematical processes through the development of logical, spatial, and computational reasoning skills. By working with manipulatives (concrete objects), students learn math facts, graphing, estimation, problem solving, etc., through actual experience.

Social Studies: The elementary social studies program develops an awareness of an individual's place as part of a group and community. Similarities and differences of people, the places they live, and the rules they follow are presented and discussed. The early grades focus on the people and places closest to the child, while the upper grades emphasize Michigan, along with our country and its history and geography. Current events are also covered in a variety of ways in our classrooms.

Science: The science program consists of units of instruction and laboratory kits for each grade level. It attempts to develop the problem solving and application skills of our students through process-oriented activities (experiments, demonstrations) while maintaining sufficient content information for students as well.

Technology Integration: Technology is integrated throughout the curriculum. Teachers utilize Smart Boards, Chromebooks, tablets and/or the Computer Lab on a daily basis to

enhance learning. Specific technology concepts covered include: desktop publishing, graphics, spreadsheets, multimedia operating systems and word processing. Beginning in 3rd Grade, keyboarding skills are taught.

Art Instruction: Instruction is provided by an art specialist once a week. A variety of additional art experiences are available to students throughout their elementary school years.

Music and Physical Education: Instruction is provided for students weekly. These programs are taught by certified personnel. Music instruction is augmented by second and fifth grade musical productions.

Michigan Model for Comprehensive School Health Education: (K-8) The Michigan Model is a comprehensive school health education curriculum dealing with the following content areas:

Citizenship	Substance Use and Abuse
Nutrition Education	Growth and Development
Family Health	Personal Health Practices
Consumer Health	Emotional and Mental Health
Community Health	Disease Prevention and Control
Safety and First Aid	AIDS Education

Reproductive Health: Instruction is provided to fifth grade boys and girls during separate sessions. Students are provided with information concerning the development of their bodies. The videos *Growing Up for Boys* and *Growing Up for Girls* are used for instruction. Parents are invited to preview these materials prior to instruction. Parents may choose to have their student opt-out of this instruction by notifying the building principal.

World Language: Students in grades 3-5 will receive weekly instruction in a foreign language provided by certified personnel.

Extended Learning Opportunities: Mason Public Schools recognizes that all students have different gifts and talents. For those students who demonstrate academic talent, we attempt to provide activities which will challenge them at their instructional level, provide opportunity for a compacted and accelerated curriculum, in-depth exploration of topic and interaction with students of similar interests and abilities. There are many additional opportunities for students who need or desire challenge.

Additional opportunities for students are listed on the gifted and talented and student enrichment website.

For further information, contact *the district curriculum office at 676-6490, or the principal.*

Instructional Program Prohibitions: A student shall not be required to take part in any instructional survey, analysis, or evaluation that discloses information that is protected under federal law, unless the District receives prior written consent from a parent/guardian.

Inspection of Instructional Material: Parents and/or guardians have the right to inspect any instructional materials used in the curriculum, including teacher’s manuals, videos or other supplementary materials. If you desire to inspect such materials, please notify the building principal at least three business days prior to the requested inspection date.

DISTRICT POLICIES – For a more complete description of Board Policies, refer to the district webpage, www.masonk12.net

STUDENT HAZING- Board of Education Policy # 5516

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- A. physical punishment or infliction of pain;
- B. intentional humiliation or embarrassment;
- C. dangerous activity;
- D. activity likely to cause mental or psychological stress;
- E. forced detention or kidnapping;
- F. undressing or otherwise exposing initiates.

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

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of

discussion at employee staff meetings or in-service programs.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS - Board of Education Policy # 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy 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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the

appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing

substantial emotional distress;

- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business,

and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY- Board of Education Policy #2260

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education 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.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic

groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of School Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

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

Rick Brooks	Cheryl Wald
Human Resources Director	Chief Financial Officer
Mason Public Schools	Mason Public Schools
400 S. Cedar Street	400 S. Cedar Street
Mason, MI	Mason, MI
517-676-2484	517-676-2484
brooks@r@masonk12.net	waldc@masonk12.net

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the

school programming, and current certification/training of the service animal may be required.

The COs 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. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy [2225](#)).

Reports and Complaints of Unlawful Discrimination and Retaliation

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. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-

curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy [2260](#) investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or

the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

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

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

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR").

The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

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

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

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

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

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

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

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

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy [2260](#) – Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a

meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy [8310](#) and Policy [8330](#))

Formal Complaint Procedure

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

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

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

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of

the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

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

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy [2260](#) - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days. Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

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

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

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and

including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s). Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny

a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Title III of the No Child Left Behind Act of 2001

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION- Board of Education Policy #2416

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;

- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, 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 have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material 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.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes 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 welfare of the child).

20 U.S.C. 1232g, 20 U.S.C. 1232h

SEARCH AND SEIZURE- Board of Education Policy # 5771

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that

established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L. 380.1306

U.S. Constitution, 4th Amendment

STUDENT RECORDS- Board of Education Policy # 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency

- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational

interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;

- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a

Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. telephone number;
- D. major field of study;
- E. participation in officially recognized activities and sports;
- F. height and weight, if member of an athletic team;
- G. height if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;

- N. telephone numbers for inclusion in school or PTO directories;
- O. school photographs or videos of students participating in school activities, events or programs;

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within fourteen (14) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all

FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act
Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

DUE PROCESS RIGHTS- Board of Education Policy #5611

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency

removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. The principal or other designated administrator's decision with respect to suspensions of ten (10) days or less shall be final.

B. Students subject to long-term suspension and expulsion:

The Superintendent may suspend a student for a period longer than ten (10) days up to forty-five (45) days. The Superintendent's decision with respect to suspensions of more than ten (10) days and up to forty-five (45) days shall be final.

An expulsion or suspension of longer than forty-five (45) days may be imposed only by action of the Board of Education.

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel over forty-five (45) days and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, and a summary of the facts. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on a request for reinstatement (Policy 5610.01), or to a request for admission, if recommended by the Superintendent, after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this

statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NONDISABLED STUDENTS - Board of Education Policy #5610

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

The Board of Education recognizes that exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program. For purposes of this policy, unless otherwise defined in Federal and/or State law and Policy 5610.01, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement under the provisions stipulated in Policy 5610.01.

The Superintendent may suspend a student for a period longer than ten (10) days up to forty-five (45) days. The Superintendent's decision with respect to suspensions of more than ten (10) days and up to forty-five (45) days shall be final. An expulsion or suspension of longer than forty-five (45) days may be imposed only by action of the Board of Education.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights described in Policy [5611](#) must be observed. The principal shall check to make sure the student is not classified as disabled under Section 504.

No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order and/or the educational environment, or unless it is necessary to

protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the principal. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The principal's decision with respect to suspensions of ten (10) days or less shall be final.

The Superintendent shall develop administrative guidelines to implement this policy.

M.C.L. 380.1301, 380.1309, 380.1311

20 U.S.C. 3351

5630.01 - STUDENT SECLUSION AND RESTRAINT

State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent.

Training will be in accordance with the State's Standards.

Ref: MDE Standards for the Emergency Use of Seclusion and Restraint (2006)

ANTI-HARASSMENT – Board of Education Policy #5517

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.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of

unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;

- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an

intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of

a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

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

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated

against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

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

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of

options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student Records policy. (See Policy [8310](#) and Policy [8330](#).)

Formal Complaint Procedure

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

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

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

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

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether

the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

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

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In

determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

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

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

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

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a student with a disability who is twenty-six (26) years or

younger or a student under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq.

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 1983

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

DRESS CODE

Mason Public Schools encourages good grooming, personal hygiene and neatness in appearance. This adds to a good educational environment and shows pride and respect for ourselves and our school. The appearance of any student is primarily the responsibility of the individual and the parents. However, the school administration reserves the right to send students home who come to school inappropriately attired.

Any manner of dress that draws undue attention and that interrupts the “educational process” is not allowed. The building principal, in consultation with the classroom teacher, reserves the right to send students home if they come to school inappropriately dressed.

The following are considered inappropriate and/or a distraction to instruction:

- Shirts/clothing that displays alcohol, drugs, tobacco, sexual references, profanity, violence or organizations promoting any of these
- Clothing that is too revealing or exposes undergarments
- Bare feet
- Hats in the classrooms

Gym: All students must have tennis or other soft-soled shoes. No other special clothing is necessary.

Inclement Weather (Recess): Outside play is an important part of each day. Every child is expected to participate and should come dressed appropriately. Only rain or extreme cold (0° temperature or 10° windchill) will cause us to restrict outdoor play. Therefore, it is necessary for all children to arrive dressed for the weather.

Outerwear: A jacket or sweater should generally be available. On cold days, children will need a hat, gloves, and warm coat. If it is snowy on the playground, they will need snow pants to enjoy the fun! If you are unable to provide warm winter clothing, please call the principal for assistance.

Boots: During much of the school year, our playground conditions dictate that children will need to wear boots to school. The playground can become very wet and muddy, yet we may require that the children go outdoors for recesses. Please send them prepared for

our playground conditions. We want them to have fun, dry feet, clean shoes, and a clean classroom. If it is snowy, they will not be allowed to run and play off the blacktop without boots.

Shoes: During cold, damp, wet weather, the tendency for many children is to walk around without their shoes. Because of weather conditions, plus cold damp floors and hallways, it is our belief that all children should wear some kind of shoes (or boots) at all times. This makes good sense for hygiene and health reasons. Encourage children to bring an **extra** pair of dry socks to school.

EDUCATIONAL SERVICES FOR HOMELESS STUDENTS

Mason Public Schools provides equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are eligible. Some examples of these programs are for students who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

Homeless students have the right to be enrolled immediately in school and to participate in and benefit from such programs as:

- Free or reduced price school lunch program
- Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
- Transportation services

The district will, to the extent feasible, keep children and youth at their school of origin unless doing so is contrary to the choice of the parent or guardian. School of origin is the school the student attended while permanently housed or the school in which he/she was last enrolled.

If the parents or guardians are not in agreement with the placement, they have the right to appeal. The person named below will provide information and assistance regarding the appeal process. The homeless student will be immediately enrolled in the school his/her parent or guardian requested during the appeal process.

The following district staff member has been assigned to help introduce the parent or guardian to the various educational programs and services that are available. This person will also assist the parent or guardian in completing or requesting any paperwork or records the district may need to have on file:

Executive Director of Curriculum
Mason Public Schools
400 South Cedar St.
Mason, MI 48854
(517) 676-2484

EMERGENCY TELEPHONE NUMBERS

Please inform the office if you change your **emergency phone number**. It is essential that we have an adult to contact in case you are not home.

EMERGENCY SCHOOL CLOSINGS

The district currently uses an instant alert system which will contact family email, and/or primary phones or cell phones depending on the severity of the specific emergency. This is the official district message in case of school closure and/or delay. School closing and delay information can also be accessed at the Mason Public Schools' website, www.masonk12.net and will be announced on the following television/radio stations:

WILX	Channel 10	WJIM	1240 AM
WLNS	Channel 6	WITL	100.7 FM
WLAJ	Channel 53	WVIC	94.1 FM
FOX 47	Channel 47	WJXQ	106.1 FM
WFMK	99.1 FM	WWDX	92.1 FM

Please be certain that you talk with your children regarding safe alternatives if you are not home, and school is dismissed during the day.

During an actual tornado warning, children will not be dismissed from school until the school receives an all-clear signal.

ACCEPTABLE USE OF TECHNOLOGY

All students will use the district's information technology in accordance with the rights and responsibilities stated in the Acceptable Use Agreement for Information Technology. All students and parents are required to sign this agreement as a prerequisite to student use.

Please see complete Agreement at the end of the handbook.

FAMILY ACCESS – LUNCH ACCOUNTS

You may check your family's account balance via the Internet by signing up for the district's Family Access Program. To obtain your Login ID and password, please call our Information Technology Department at 676-6516. If you already have your Login ID and password, you may login to the Family Access Website by using the following link:
<http://family.masonk12.net>

FIELD TRIPS

Teachers are encouraged to take field trips which extend and enhance the classroom curriculum. All student trips are in school owned vehicles. Field trips must be approved by the principal, and teachers are responsible for informing parents of such trips. Teachers will send notes home with specific information before each field trip, which will include a field trip permission form specific to each trip.

A limited number of parent/guardian chaperones will be very helpful on these outings. All chaperones must complete an *Authorization for Background Investigation form* and be approved by the School District prior to the field trip. To maximize student supervision and safety, children who are not members of the class will not be allowed to attend.

FOOD SERVICE

Mason Public Schools provides children with nutritious meals for breakfast and lunch. The lunch program allows children to purchase a Type A hot lunch that meets government standards for one-third the vitamins and other nutrition needed by children each day.

Alternatively, students may bring a lunch from home and purchase milk. Costs are determined at the beginning of the school year.

Breakfast: A nutritious cold breakfast is available to students each morning at qualifying schools. Contact your child's building with questions regarding availability of the breakfast program.

Lunch: All lunches are ordered in the morning. Hot lunch students are expected to order *and purchase* one of the two selections indicated on the lunch menu.

Payment Options: The following options are available:

Pre-Pay: Families are encouraged to pre-pay student lunches by sending the money in an envelope clearly marked with the child's name and amount included. This money should be sent to the school cashier/office. You may check your family's account balance via the Internet by signing up for the district's Family

Access Program (see Family Access-Lunch Accounts). Payments may also be mailed directly to our food service department at:

**Mason High School
Food Service Department
1001 Barnes St.
Mason, Michigan 48854**

e~Funds for Schools: Parents and guardians can enjoy the convenience of making their child's meals account payments either online or via a telephone through our program, **e~Funds for Schools**. Payments can be made by an electronic withdrawal from your checking account, savings account or debit card, or charged to your credit card. You choose! e~Funds for Schools is secure and so easy to use, and charges only a small fee for processing your payments. Payments made from a checking or

savings account will incur a fee of \$1.00 per transaction. Payments made using a debit or credit card will incur a fee of \$1.00 per transaction plus 1.99% of the amount paid. If you have any questions regarding setting this account up, please contact our IT Department at 517-676-6516.

Free/Reduced: Information regarding free and/or reduced lunches is sent home at the beginning of each year. This information is also available throughout the school year in the school office.

Lunchroom Rules: See "Code of Conduct."

Supervision: Lunchroom supervision is the responsibility of noon aides. Children are expected to show them the same respect they would show any other adult working in the school. Noon aides also supervise the children during the noon recess.

HOMEWORK

Homework is an extension of the classroom and can be very instrumental in reinforcing the instruction that takes place at school. Students may enjoy applying newly gained knowledge in self-initiated projects. All children should be encouraged to read at home. Some students may need to finish uncompleted assignments. There will be times when students need to review information for evaluation purposes. Please try to provide a quiet spot for these activities. Providing resources for research at home is encouraged, but a trip to the library is also helpful. If you are unclear about the nature of work to be done at home, or the amount of time that should be spent, please do not hesitate to contact the teacher. Each classroom has its own policies.

LIBRARY USE

All students have a scheduled library time once a week. Many have the opportunity to use its resources at other times. Procedures for checking out and returning books will be reviewed at the beginning of each year. If a child does not return a book by the next library

period, his/her borrowing privileges will be suspended until the book is returned. If a book is lost or damaged, a letter will be sent home informing parents of replacement costs. Books may not be checked out until these costs are paid.

Donating Books: Many parents wish to donate a book to the library to celebrate their child's birthday or another occasion. It is an excellent way to add to our collection and also encourages a child to be more interested in books and libraries. The library will have a selection of books from which your child may choose, or you may purchase a book at a local bookstore. The librarian can purchase a book of your choice with our school discount. A special bookplate with the donor's name will be placed on the inside front cover. As your child grows and receives the joy of sharing with others, our library will grow and offer students the pleasure of a wider range of reading selections.

LOST AND FOUND

See "Personal Property." Items which are found and turned into the office will be put in a "Lost and Found Area" or stored by the secretary if the item is of a small or extremely valuable nature.

MEDICAL PROCEDURES

Administration of Medication: Mason Public Schools Administrative Rules and Regulations for Administering and Dispensing Medication to Students have recently been updated and are as follows:

- No school staff member may dispense or administer medication of any kind, including non-prescription drugs such as aspirin, without written authorization. *Prescription medications require authorization from the student's doctor and parent/guardian. Non-prescription medications require authorization from a parent/guardian.* Authorization forms are available from the office. Any changes in medication or dosage will require a new authorization form.
- For any student requiring the administration of medication at school the parent/guardian will *bring the authorization and medication in the original container to the office.* Students may not transport medication. Information regarding adverse reactions is also requested. The school may request additional information about adverse reactions as deemed appropriate.
- The administration of all authorized medication will be witnessed by an adult in addition to the adult administering the medication, except in the case of an emergency. Any errors made in administering medication shall be reported to the principal, entered on a written report, and the parent/guardian will be notified.
- Only oral medications, ear drops, and eye drops will be administered. The exceptions are in emergency situations and through the special education I.E.P. process.
- All medication maintained in the school setting will be kept in a locked container. This includes medication requiring refrigeration. Inhalers are exceptions with proper medical authorization.
- The mixing of medications will not be performed by school district staff. The exceptions are in emergency situations and through the special education I.E.P. process.

- An individual record will be kept of each medication administered. The record should include student identification, date prescribed, name of medication, time and date administered, signature of person administering, and section for comments.
- The school staff will be advised annually to send any student exhibiting signs or symptoms of a medical reaction or illness to the office.
- Any medication left over at the end of the school year must be picked up by a parent/guardian within one week of the final day of school. Medication not picked up will be properly disposed and recorded on the medical log.

Self-Administration/Self-Possessing of Medication by Students

- A student may possess and self-administer medication in school under certain circumstances. The parent/guardian, doctor and principal shall determine the competence of the student to possess and self-administer medication at school.
- Parent/guardian will provide written permission to the school that includes the student's name, type of medication, dosage and frequency the medication will be taken.
- Student possessed medication must be in its original labeled container.
- The principal may discontinue a student's right to self-possess and self-administer medication if misuse occurs by the student.

Health Alert: Please inform the teacher and the office if your child has any illnesses that we should be alerted to. Example: Allergies including bee sting, diabetes, history of epilepsy, severe headaches.

Accident Care: Students, teachers, and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out. Any time a child is referred to the office for a bump to the head, the standard precautionary measure is to inform the parent. Please do not be alarmed if you are contacted for this purpose; it is a "just in case" situation. Minor injuries such as scraped knees and cuts will be handled by our caring and capable office staff. If an accident requires professional medical attention, the parent will be called at home or place of employment and asked to pick up the child at school. In rare instances a child must be transported to the hospital by ambulance. School personnel will accompany the child until a parent arrives at the hospital.

Head Lice: Head lice is a common condition that can be transmitted where any group regularly assembles, especially among children whose hats and jackets hang closely together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head frequently.

Look around the ears and back of the neck. Be sure you have good light or stand near window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. Dandruff or scalp flakes move very easily, nits do not. If there are lice, notify the school and start treatment immediately. ***A child may not return to school until he/she has been checked by school personnel and is nit free.***

Keeping Ill Children Home: One of the problems often confronting parents of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. How do you make the right decision? You do not want to keep him/her home if he/she really is not sick, but you also do not want to send a sick child to school. Your child should be kept at home if any of the following conditions are present: ***diarrhea or vomiting, heavy cold and hacking cough, fever, white spots in throat, rash, stomachache which is persistent or severe enough to limit activity, infectious diseases.***

Infectious Diseases: The following is a chart of the most common infectious diseases. Any child who has one of these diseases should stay home until the communicable stage has passed. This will help prevent the spread of the disease.

Parents should ask their doctor for information regarding the communicable period of other contagious diseases not listed.

<u>Disease</u>	<u>Incubation Period</u>	<u>Communicable Period</u>
Bronchitis	1-3 days	1 week before or 48 hours after treatment
Strep Throat	2-5 days	1 week before or 48 hours after treatment
Chicken Pox	2-3 weeks	1 week
German Measles (Rubella)	14-21 days	7 days before and 4 days after rash
Head Lice (Pediculosis)	Immediately upon contact	Throughout infection and until nits and lice are removed
Impetigo	4-10 days	Until on treatment for 24 hours Or until all scabs are dry
Influenza	1-3 days	Probably 3 days from onset

Measles (Rubeola-Red Measles)	10 days, or longer if modified with rash.	Beginning of fever to 4 days after immune globulin
Mumps	12-26 days (Usually 18)	Most contagious 48 hours before swelling and 9 days after
Pink Eye	1-3 days	Until under medical care and Drainage from eye has cleared
Scabies	4-6 weeks	Until under treatment.
Scarlet Fever	1-3 days	Approximately 24 hours after Doctor's treatment with antibiotics

Immunization Policy:

To enter school state law prohibits a school from admitting new entrants to school without a record of one dose of each of the following: Measles~Mumps~Rubella (MMR), Polio (IPV/OPV), Diphtheria, Tetanus and Pertussis (DTaP/DTP), Hepatitis B, Varicella or a signed exemption.

To stay in school you must provide the school with a record showing that your child has received all the required immunizations at the correct intervals.

DtaP/DTP Diphtheria, Tetanus & Pertussis (Whooping Cough)	4 Doses	If 4 th dose was not given on or after 4 th birthday another dose must be given at school entry. A booster dose is due if not given within the last ten years.
IPV/OPV Polio	3 Doses	If 3 rd dose was not given on or after 4 th birthday another dose must be given at school entry.
MMR Measles, Mumps & Rubella	2 Doses	1 st dose given on or after 1 st birthday. 2 nd dose given at or after 15 months of age and at least 1 month after first dose.
Hepatitis B	3 Doses	A child needs 3 doses; the first two are one month apart, and the third one is given 5 months later.
Varicella (Chickenpox)	2 Doses	Required for all children entering kindergarten, all 6 th grade students, and all children changing school districts.

If immunization is against your religious beliefs, you must sign the exemption form which is available at the school. Children who have not completed the required immunizations will be excluded from school until requirements are met.

Vision and Hearing: Michigan law requires that children entering kindergarten have vision and hearing screening tests upon school entrance. Additional tests are provided at designated grade levels during the school year.

Student Insurance: Accident insurance and dental insurance are offered through Guarantee Trust Life Insurance Company. There are two very reasonably priced plans - school time coverage plus dental accident option. Information is sent home in the fall or when a new student registers.

PARENT INVOLVEMENT

We look to the parents of our children to provide the unique insights which will help us understand and appreciate each child as an individual. We also need you to support our efforts to bring out the best in each child.

Getting Your Child Off to a Positive Start: One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you, as a parent, can do to ensure that your child is prepared for school each day.

- ***Teach your children to be organized.*** School is "their job." Help them develop a system to assume the responsibilities of making sure homework assignments are complete, ready to turn in, and having the supplies that are needed each day.
- ***Children need a good night's sleep.*** It is very important that your child come to school rested every day. Establish, and stick to, an evening bedtime schedule for your child.
- ***Develop a calm morning routine.*** Allow enough time for a healthy breakfast and a timely school arrival.
- ***Share your child's day.*** Your own reactions and attitudes will go a long way toward determining how your child feels about school, the teacher, and other students.
- ***Read to and with children every day.*** Children who "practice" their reading do better than those who do not.
- ***Build a "can do" attitude in your child.*** When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed. The process is as important as the product.

- ***Join your school's parent group.*** Sign up to help in some way. When parents are involved, children learn more . . . and their schools are better, too.

Parent/Teacher Conferences: Parent/Teacher conferences are designed to share information about your child. We will be updating you on your child's progress at school, and we hope you will share any insights and concerns which will help us to work with your child in a more effective way. These conferences are scheduled at mutually convenient times twice a year.

In cases where parents are divorced or separated, one parent/teacher conference will be allotted to discuss a student's progress in school. Both parents are encouraged to attend. One notification of the conference will be sent home with the student unless the school has been advised in writing that separate notifications are necessary. If one of the parents is unable to attend, he/she will be provided an opportunity upon request for a telephone conference.

These conversations between parent and teacher are an excellent time to ask questions and clarify information about the teacher's report. Please be open to suggestions for follow-up at home. This opportunity for dialogue is a strong link in our home/school partnership, and we strongly encourage you to attend both conferences.

The Parent/Teacher Organization and The School Improvement Team:

Two important groups exist at each Mason Public Schools elementary building:

The Parent Teacher Organization conducts fundraising, sponsors special activities, and coordinates volunteers. This group meets 5-9 times per year. To become involved contact the school office.

The School Improvement Team is made up of the building principal, teachers, support staff members, and non-employee parents. This team develops and monitors the building School Improvement Plan, reports on plan progress, surveys parents/guardians and considers their input.

Parent Volunteers: Mason Public Schools parent volunteer program is very instrumental in the functioning of our schools. A volunteer form will be sent home early in the school year. Parents have the opportunity to become involved in a variety of areas at the school. The form should be completed and returned to the school as soon as possible. If you have any questions, please contact the school office. Please reference Board Policy 9005 on the district website for more information.

PARKING

Parking on school property is allowed only in designated areas. Please do not park in the area reserved for buses during the following times:

- 8:15 am – 9:00 am
- 3:00 pm – 4:15 pm

Driving and parking on playgrounds and school lawns is not permitted. Children playing in these areas are often not visible to oncoming vehicles.

PARTIES AND CELEBRATIONS

Several school-wide parties are organized by PTO room parents or the classroom teacher, throughout the school year: Halloween, Christmas, and Valentine's Day. End-of-the-year parties, and picnics are organized at the discretion of individual teachers. Surprise parties are discouraged and may only take place with the permission of the principal. Each teacher will determine his or her policy for birthday treats. Please contact your child's teacher if planning a treat.

PERSONAL PROPERTY

We discourage students from bringing valuable personal property to school because of possible loss or damage, for which the school is not responsible. Although we stress the importance of respect for other people and their property, we do not have adequate secure areas or supervision to monitor these items at all times.

Cash: Please do not send your child to school with large amounts of money. For pre-paying lunch, checks payable to Mason Public Schools, Family Services, or exact change is preferable. *For book clubs, please make checks payable to the specific club.*

Clothing: All student outerwear such as coats, hats, boots and gloves should be labeled with the student's name. Hundreds of dollars worth of unlabeled clothing go unclaimed each year.

Electronic Equipment: CD players, Gameboys, iPods, Kindles, e-Readers and other electronics or battery powered entertainment equipment are not permitted in school, without prior approval by the classroom teacher.

Other Toys and Valuables: Personal items brought to school for educational purposes such as sharing time or special projects are to be kept in the classroom and will not be allowed on the playground or in the cafeteria.

Cell Phones: Cell phones are discouraged at school. If the need exists for your child to possess a cell phone, please seek prior approval from the principal. At no time during the

school day should cell phones be turned on or in use.

PETS

Due to health and safety concerns, students are not permitted to bring pets to school for classroom visitation.

RECESS

Fresh air and exercise have proven to aid in the physical and educational growth of students.

Participation: Children are required to go outside for recess. *A doctor's statement is required for a child to be excused from outdoor recess.*

Clothing: It is very important that children wear appropriate clothes to participate in recess. The clothing most often lacking includes hats, heavy coats, boots, and gloves or mittens. If you are unable to provide warm clothing, please contact the principal for assistance.

Playground Rules: See "Code of Conduct."

Indoor Recess: During rain or severe cold (0° temperature or 10° windchill), students will remain indoors for recess. Each teacher has expectations for this situation. Students will be able to visit quietly, play quiet games, read or catch up on work.

RELIGIOUS INSTRUCTION CLASSES

In accordance with Michigan school law, the Mason Public Schools permit students to attend off-premises religious instruction classes for up to two hours per week. Parents are required to annually provide the school with advance written requests for such release. The request must specify the place where instruction will be given and the amount of weekly release time. Solicitation for attendance at religious classes is not permitted on public school premises.

SAFETY

All emergency procedures (fire, tornado, cardiac response, ~~and~~ lockdown and crisis) are outlined in the school safety plan that is available in the school office and practiced throughout the year.

SCHEDULE

Grades Kindergarten -5

- **First Bell – 8:35 am**
- **Tardy Bell – 8:40 am**
- **Dismissal Bell – 3:48 pm**
- **Half Day Dismissal Bell – 12:07 pm**

STUDENT ENROLLMENT

All parents are required to complete a Mason Public Schools' enrollment packet before a student is officially enrolled. Classroom teachers and Transportation Department need 24 hours notice before a child can begin school.

SUPPORT PROGRAMS/PERSONNEL

The Mason Public Schools offers many services to help children with special needs. Some of these are supplemented by resources from the Ingham Intermediate School District, State of Michigan or Federal Programs. The following programs are included:

- Academic Enrichment
- Title 1 and Section 31a Program
 - Success Lab
- Special Education Programs/Services
 - Cognitively Impaired (CI)
 - Diagnostic/Psychologist
 - Early Childhood Special Education (ECSC)
 - Emotionally Impaired (EI)
 - Hearing Consultant
 - Homebound
 - Occupational Therapy (OT)
 - Physical Therapy (PT)
 - Resource Program (LD)
 - Social Work
 - Speech/Language Therapy
- Additional Programs
 - Ready-Set-Go! Preschool – Michigan Readiness
 - Family Services Programs – Kids' Clubhouse, Preschool

TEACHER QUALIFICATIONS

Under provisions of the *No Child Left Behind Act of 2001*, parents and guardians have the right to request information regarding the professional qualifications of their child's classroom teacher(s). Upon written request, the district will provide the following information concerning the teacher(s):

- a. college or university undergraduate degree major and/or graduate degree field of study;
- b. certification status – grade level and subjects;

If requested, the district will provide the name and qualifications of any paraprofessional providing Title I assistance. Written requests for information regarding the professional qualifications of teachers and paraprofessionals should be made to:

Executive Director of Curriculum
Mason Public Schools
400 South Cedar St.
Mason, MI 48854
(517) 676-2484

TELEPHONE USE BY STUDENTS

Requests by pupils to use a school telephone will be limited to *very important calls*. This careful screening may result in denial of phone use. Please do not ask the office to deliver phone messages to students unless it is an emergency.

TEXTBOOKS

Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the condition of all textbooks checked out to them. Normal wear and tear will carry no assessment, but *loss and damage beyond repair or abuse beyond normal will be assessed*.

TRANSPORTATION

Transportation is an important part of each child's daily routine, as it begins and ends the school day. Our transportation department makes every effort to make it a positive one. The following guidelines have been developed for this purpose.

Bus Routes: Our buses travel a total of 475,000 miles per year and transport approximately 2,000 students. Drivers attend classes each year to update them on safety and help them meet the challenges they may incur. Get to know your bus driver. This will reinforce a positive relationship between him or her and your child.

Changes in Schedule: Bus routes are established based on residence and/or childcare. Changes to pick-up or drop-off during the year are difficult to accommodate. Requests for permanent changes must be made in advance and in writing to the Transportation Department. Parents/guardians are asked to identify not more than two addresses for the pick-up and drop-off of their children.

- Parent/guardian must provide a schedule in writing to the transportation department and the child's school. Parent/guardians must sign the schedule.

- Routes will be written to reflect schedules.
- Daily, weekly, or monthly changes to a student's pick-up or drop-off point will not be allowed. If a student needs to be transported somewhere other than where indicated by the schedule, the parent/guardian is responsible for providing transportation.

Permission to Ride a Different Bus: No child is allowed to ride a bus other than the normally assigned bus without written permission from parents or guardians. Permission notes should be brought to the school office for approval, shown to the teacher, and given to the bus driver when the child boards the bus.

Requests to transport groups of students for social activities such as birthday parties is discouraged. ***Parents must contact the transportation department 48 hours in advance to obtain approval for groups of children to ride the bus to their home.*** This is necessary to avoid overloaded buses.

Parent Transportation: Parents who transport students on a regular basis must notify the office in writing that district transportation will not be utilized. Students are not allowed to walk to the parking area to meet a parent/guardian. An adult must come into the building to meet the student.

Parents picking up students are asked to wait near the office or lobby area. Waiting outside classrooms causes distractions to the students. The teachers will dismiss students when the bell rings.

Bus Rules: See "Code of Conduct."

Bus Concerns: For further information or clarification of routes, etc., please call the **Director of Operations at 676-6496.**

VISITORS

Parents and members of the community are always welcome at our elementary schools.

All visitors must report to the main office, including for visits to drop off money, lunches, etc. We will deliver the item(s) to the classroom to avoid disruption. If you plan to visit your child's classroom, please give the teacher prior notice. In order to maximize instructional opportunities for our students, as well as for liability reasons, student guests cannot be accommodated.

All doors to the exterior are locked during the school day.

ACCEPTABLE USE AGREEMENT FOR
INFORMATION TECHNOLOGY
GRADES K THROUGH 5
MASON PUBLIC SCHOOLS

Definition of Terms

1. Users – A user is defined as any staff person, student or community member of the Mason Public School District.
2. Computing Systems – Any computer or computer peripheral owned by Mason Public Schools or used on the premises of Mason Public Schools.
3. Network – Any networked systems on the premises of Mason Public Schools or networks accessed via Mason Public School computers.

User Rights

Each user has the right to make use of computer/network technology for education, research, and productivity consistent with the purposes of the Mason Public School District.

User Responsibilities

1. Privacy – User shall not intentionally seek information on or obtain copies of data or files belonging to another person unless authorized by that person.
2. Passwords
 - A. Users shall not seek passwords or use passwords belonging to another person.
 - B. Users shall take precautions to secure access of their personal password from others.
3. Security
 - A. Users shall not attempt to infiltrate or knowingly infiltrate a computing system or network or alter the software components of a computing system or network or import files which will jeopardize the security of the computing systems or the network.
 - B. Users shall not load software on computers without permission of instructor or computing coordinator.
4. Integrity
 - A. Users shall not use a computing system or network to harass others or develop software programs that harass others.
 - B. Users shall not use a computing system or network to gain access to pornography, obscenity or otherwise inappropriate text files, or communicate pornography, obscenity or otherwise inappropriate text files.
 - C. Users shall have all disks scanned for viruses by authorized district personnel before they are used in district systems.

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- D. Users shall not use a computing system or network in a destructive or malicious manner.
 5. Non-instructional Use – Users shall not use a computing system or network for commercial or for-profit purposes, personal or private business, or political activity. However, personal e-mail (person-to-person) is permitted; but mass mailings (junk mailing or bombing) are not permitted.
 6. Recreational Games – Users shall not use a computing system or network for recreational games unless expressly Approved.
 7. Copyright
 - A. Users shall not copy software without written permission of publisher.
 - B. Users shall not copy documents nor files without permission of author.
 - C. Users shall cite references for all data accessed via computing system or networks.
 - D. Users shall not install copyrighted software on district computers.
 - E. Users shall adhere to all copyright regulations of the Mason Public School District and Merit Network.
 8. Accountability – Users have the responsibility to monitor all materials received via technology systems to assure that they comply with responsible usage.

Consequences of Unethical Use

When the Mason Public School District learns of possible inappropriate use of computing systems or networks, appropriate disciplinary action will be taken. In order to prevent further possible unauthorized activity or use, Mason Public Schools may temporarily or permanently disconnect that user from the computing systems or Networks. Users violating any of these rights and responsibilities may face additional disciplinary action in Keeping with the disciplinary policies and guidelines of the district.

MASON PUBLIC SCHOOLS
Parent-Student Handbook Agreement

We have read, understand, and will adhere to the contents of the Mason Public Schools Elementary Parent-Student Handbook, including the Acceptable Use Agreement for Information Technology Policy of the Mason Public School District.

Student Name *(please print)*

Grade

Student Signature

Date

Parent Signature

Date