

Genesee Intermediate School District

**Elmer A. Knopf  
Learning Center**



**Student Code of Conduct  
and Parent Handbook**

**2018-2019**



**Genesee Intermediate School District**

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Elmer A. Knopf Learning Center  
**STUDENT CODE OF CONDUCT AND PARENT HANDBOOK**

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## **WELCOME**

Nearly all parents of special education students are aware of their rights relating to special education programs and services; however, along with these rights come many responsibilities for both parents and students attending Genesee Intermediate School District programs.

The purpose of this document is to summarize those rights and responsibilities and to communicate to our parents and students the guidelines the district will use in managing our programs. It is important for parents of students with disabilities to refer to the Procedural Safeguards document that is provided to parents for further information regarding students with disabilities. Included in this handbook is general information and a summary of parental rights and due process procedures. There is also important information contained in the appendix of this handbook. You will be asked to sign a form indicating that you have received this handbook.

It is important that we all become familiar with the information in this document. We encourage parents to participate in Individualized Education Program Team (IEPT) meetings as well as other meetings that help us work together in service to your child and family.

If you have any questions about the information in this booklet, please call your child's program administrator.



Cherie A. Wager, Assistant Superintendent  
Special Education Services  
Genesee Intermediate School District

## **RIGHTS AND RESPONSIBILITIES**

The District recognizes the individual and legal rights of students and parents as people and citizens. Prior to enrollment in a GISD program and prior to each IEPT meeting, parents will receive a copy of their parental rights and due process procedures. In addition to rights guaranteed by law, each student's rights and responsibilities associated with these rights are stated in the following list.

### **The Right To:**

Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

### ***The Responsibility To:***

Know the school rules and regulations and obey them.

### **The Right To:**

Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.

### ***The Responsibility To:***

Foster good human relations within the school with each other and members of school staff; and respect the dignity and worth of every other individual.

### **The Right To:**

Practice freedom of speech, freedom of expression of ideas, and freedom of the press as defined and limited by the courts.

### ***The Responsibility To:***

Not make false charges, slanderous remarks, or use vulgar and obscene language in verbal or written expression.

### **The Right To:**

Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.

### ***The Responsibility To:***

Develop tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.

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**The Right To:**

Participate in patriotic exercises or refrain from participating.

***The Responsibility To:***

Respect the rights of classmates who do or do not wish to participate.

**The Right To:**

Be secure in their person, papers, and effects against unreasonable searches and seizures; privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.

***The Responsibility To:***

Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and to accept the consequences for the articles brought to school.

**The Right To:**

Determine their own dress, except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.

***The Responsibility To:***

Dress and appear in a manner that meets reasonable standards of health, cleanliness, and safety.

## **SUPPORT FOR APPROPRIATE STUDENT BEHAVIOR**

The Genesee Intermediate School District Board of Education has the legal responsibility to make reasonable regulations for the general management of the schools and the preservation of school property. The management and development of appropriate student behavior is essential to the safe and successful operation of school programs and services. GISD has also developed "Behavior Support Guidelines and Procedures" to serve as a resource to staff and parents.

Students are expected to respond positively to requests of teachers, para-educators, ancillary staff, and administrators. The focus in school is on: self-respect, respect for others and their property, and proper behavior in order to allow everyone an equal opportunity to learn.

Disruptive, potentially destructive, or unsafe activities will not be permitted. Each student becomes responsible, to a certain extent, for the educational rights of other students.

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When students conduct themselves in such a manner as to affect their fellow students or the school community adversely, disciplinary action, appropriate to the abilities of the student and to the nature of the offense, must be taken. Inappropriate student behavior and possible disciplinary actions are included in the student code of conduct specific to each GISD program (Appendix). If it is determined that a special education student has brought a weapon to school or has committed serious crimes such as criminal sexual conduct, arson, or physical assault, the student may be expelled pursuant to district policies, procedures, federal/state legislation, and court decisions.

**Student Due Process**

The following Due Process procedure will be followed when any student is accused of violating a school rule or regulation.

1. The student will be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present any relevant information that will support his/her defense.

A reasonable attempt will be made to notify the student's parent/guardian/caregiver on the day of the offense. If the disciplinary action involves suspension a letter will be given to the student with an additional copy being sent to the home via U.S. Mail. The written notice will include the description of the misconduct, a description of the disciplinary action imposed, the length of the suspension and steps necessary for the student to return to school. In many cases, the parent will be asked to meet with the student's teacher and other school staff as appropriate, in order to plan for the student's return to the school setting and to plan actions that will reduce the likelihood of the misconduct occurring in the future.

**Special Note** - In all cases where a student's suspension is for more than ten (10) consecutive school days, or where the student has been subjected to a series of removals that constitute a pattern of suspensions an IEPT meeting will be convened.

An IEPT meeting/manifestation determination must be called for any student who is recommended for suspension of greater than ten (10) school days in any single school year, or before the student can be considered for long term expulsion. In both cases, this disciplinary action would be considered a change in placement, which is one of the primary responsibilities of the IEPT. All procedural safeguards available to students and their families regarding the IEPT meeting will be followed. These procedural safeguards are provided to parents pursuant to law.



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Should the student possess a firearm (or other dangerous weapon), possess or use illegal drugs or controlled substances, or present a danger because he or she is substantially likely to injure himself/herself or others, or cause serious bodily injury, the student may immediately be placed in an interim alternative educational setting for up to 45 calendar days. An IEPT will be convened in these cases to determine the seriousness of the student's conduct and the appropriateness of the alternative educational setting.

**Extracurricular Activity**

GISD programs sponsor many excellent social and athletic functions and we urge student participation in them because of their overall value.

Once students are in attendance at any after school extracurricular function, they are expected to remain at the activity until its conclusion unless other arrangements are made by the parent/guardian (except in emergency situations, approved by sponsor.)

All school rules apply at any school-related event. Any student, who does not conduct him/herself in accordance with school rules, may lose the privilege of attending further activities. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator.

**Age of Majority**

The Board of Education recognizes when a student reaches the age of majority (18 years) he/she is afforded all the rights and privileges of adulthood. When a student with a disability reaches the age of majority, rights of the parent transfer to the student unless the student has been determined to be incompetent under state law or has been determined not to have the ability to provide informed consent with respect to his/her educational program. However, all school rules still apply. The Michigan Department of Education has stated that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18. These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies, which have been adopted and published.

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**Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Any law enforcement agency having jurisdiction over the school may assist the school personnel.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the administrator.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**Annual Notification of Rights and Designation of Directory Information**

Each year the Intermediate School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. The term "eligible student" refers to a student who is "emancipated", eighteen (18) years of age or older enrolled in a post-secondary institution, or a student who is eighteen (18) years of age or older. "Emancipation" is defined under MCL 722.1 as "the

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termination of rights of the parents to the custody, control, services and earnings of the minor. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review your education records maintained by or at the GISD within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading, or otherwise in violation of your privacy. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written statement in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties including recruiters of the U.S. Armed Forces with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes),

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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; persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), 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).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA permits schools to comply with court orders addressing child abuse, neglect, or dependency matters without attempting to first notify parent of student.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the GISD to comply with FERPA. Your complaint should be directed to:
  - Family Policy and Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue SW
  - Washington, DC 20202-5920
  - 1-800-USA-Learn (1-800-872-5327)
  - Familypolicy.edu.gov
  
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:
  - Office of the Superintendent
  - Genesee Intermediate School District
  - 2413 W. Maple Avenue
  - Flint, Michigan 48507-3493
  - or [on the website at www.geneseeisd.org](http://www.geneseeisd.org)
  
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any

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information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- a student's name
- participation in officially recognized activities and sports

The Superintendent or designee will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) 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 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

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Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires GISD to notify you and obtain consent to allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or students’ parents;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Currently, the GISD does not have any such activities scheduled. For surveys and activities scheduled after the school year starts, the GISD will provide parents notification and an opportunity to review the surveys and activities, as well as a chance to opt their child out. Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

## **PARENT RIGHTS AND COOPERATION**

It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive environment. The GISD parents have the right and responsibility to:

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1. Review curriculum, books, and teaching materials at a reasonable time, place, and manner.
2. Observe instructional activities for class in which their student is enrolled and present. Parents are not allowed to observe instructional activities during testing.
3. Act within reasonable school policies.
4. Opt-Out
  - a. Symptoms of Disease: A child upon the written statement of parent or legal guardian that instruction in characteristics or symptoms of disease is in conflict with his/her sincerely held religious beliefs shall be excused from attending classes where such instruction is being given with no penalty. (M.C.L. 380.1170)
  - b. Instruction to students on child sexual abuse: Upon written request of a pupil's parent or legal guardian, a pupil shall be excused from instruction without penalty or loss of academic credit. (M.C.L. 380.1505a)
  - c. Reproductive Health: Upon written request of a pupil or the pupil's parent or legal guardian, a pupil shall be excused, without penalty or loss of academic credit, from attending classes in which the subject of reproductive health is under discussion. The pupil shall not be enrolled in a class described unless the parent or legal guardian submits a written authorization for that enrollment. (M.C.L. 380.1506)
  - d. Pledge of Allegiance: A pupil shall not be compelled, against the pupil's objections or those of the pupil's parent or legal guardian, to recite the pledge of allegiance. (M.C.L. 380.1347a)

## **GENERAL SCHOOL PROCEDURES**

### **Compulsory Attendance**

The School Code of 1976 requires a parent or guardian of a child from age six to his or her sixteenth birthday to send a child to school unless sick. Parents should call the school when their child is ill and may wish to call the school nurse for further information and/or guidance.

### **Transportation**

Parents must call the local school district special education office and make arrangements for their child to be transported to and from school. Any changes in the arrangements must be coordinated by the parent with the local district special education director, transportation office and the school

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program. In some instances, parents may be responsible for transportation of their child.

**Bus Safety**

Parents should encourage their child to obey bus safety rules. When rules are disobeyed, the district has the right to apply discipline as contained in this Student Code of Conduct.

**Media Release/Classroom Photo Use**

Media releases will be issued only by the Executive Director of Communications and Development with approval of the superintendent. A student's name or picture will be used only with prior written parent/guardian approval. Each program will also need parent/guardian approval for a student to have classroom photos taken for school use.

**School Closing (snow days - severe weather)**

Final determination concerning all closings of district facilities is made by the district superintendent and is based on information received from city/state law enforcement agencies, K-12 districts, civil defense officials, other agencies or information sources. Parents are advised to listen to local radio and television programs, and the GISD website for school closing announcements. If your child attends a Project CHOICE classroom in a local district, follow that local district's school closing procedures. Parents of Center program students should listen for GISD announcements.

**Visitor/Guest Procedures**

All visitors must report to the office. If you wish to observe your child's classroom, you must make arrangements in advance.

**Food Service**

Nearly all of our full day programs have a hot lunch program for the students who pay full amount or are eligible for reduced or free lunches. Parents are responsible to pay lunch fees or apply for free/reduced meals.

**Leaving School Grounds**

Students are expected to be in school and in class during the entire school day.

1. No student will be permitted to leave the school grounds without prior approval from parents and principal.
2. If the student leaves without permission, every effort will be made to notify parents as quickly as possible.
3. The principal or designee will determine if the police or another authority should be notified of the student's absence.



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**Student Release**

If a student is to be picked up from school for any reason he/she must be signed out by the parent/guardian or designee prior to the student leaving. Designees may be identified by the parent/guardian on the Student Release form. The school should be notified by the parent/guardian if anyone other than the parent/guardian will be picking up the student.

Parents/guardians/designees and others may be asked to show identification when picking up a student.

**Weapons**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" shall include a firearm (including a starter gun or pistol except as referenced in Board Policy 5772) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles or, any other weapon as set forth in 18 USC 921. This policy also prohibits any electronic device or spring/manually loaded device that inflicts or causes pain or suffering, including BB pellet, paintballs and bows, unless the device is required for curriculum or course work and has the approval of the Superintendent. When this is the case, the approved staff shall be required to adhere to the appropriate safety standards. Additionally, a detailed inventory shall be maintained at all times.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

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**Weapons-Free Zones**

The Board of Education, operating within their legal duty to ensure student safety while at school, en route to school, or at school sponsored activities, and an educational environment free from disruption, declares all properties owned or leased by the District as Dangerous Weapon and Disruption-Free Zones.

No student in possession of a dangerous weapon will be allowed to remain on property owned or leased by the District at any time, including but not limited to when students are at school, en route to or from school or at a school sponsored activity in accordance with this policy to maintain the least disruptive educational environment and to ensure the safety and welfare of students.

This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol on the premises of a school or school property, except concealed carry as expressly authorized by MCL 28.425o. A parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol while in a vehicle on school property, if he or she is dropping the student off at the school or picking up the student from the school. [MCL 28.425o.] Other exceptions expressly provided by MCL 28.425 to include, but are not limited to retired police officers, judges, licensed private investigators, corrections officers, or parole officers, who have a concealed pistol license.

**Audio/Visual Recordings**

No student or visitor shall be allowed to videotape students or staff members while on school property or in attendance at school-sponsored or school-related events that the public is not invited, without the prior approval of administration as it violates the privacy rights of the students unrelated to the visitor. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board policy 9160 - Public Attendance at school Events.

**Removal/Banning from School Property**

A person, including a parent, may be banned from going onto school property in order to preserve order in the educational process or to protect students from potential harm. In accordance to the Michigan Sex Offenders Registrations Act, registered sex offender shall not reside, work, or loiter within a school safety zone. Additionally, it is prohibited for registered offenders to attend school functions.

## **HEALTH AND EMERGENCY**

### **Immunization**

GISD will follow immunization requirements and recommendations set forth by the Michigan and Genesee County Department of Public Health. The school nurse will review the student's immunization record prior to school entrance and will contact the parent/guardian if it does not meet the requirements. School nurses will periodically review all student immunization records to maintain up-to-date immunizations. Waivers that are recognized by the Michigan and Genesee County Department of Public Health will be accepted. Students who have not received the required immunizations or provided waivers will be excluded from school until parents provide proof that the required immunizations have been given.

### **Illness and Injury**

In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur. The school nurse will notify the parent/guardian of any illness or injury that occurs at school. No student will be permitted to attend school if acutely ill and/or has a fever, cough, respiratory illness, or diarrhea. The decision shall be made by the school nurse/administrator/designee. Parents must notify the school if their child has any serious communicable disease: Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

### **Medication Procedure**

Prescribed medications are prohibited on the campus unless written permission has been requested by the parent/guardian and endorsed by the physician. A "Medication Consent Form" must be obtained from the office, completed by the parent/guardian, endorsed by the physician, and kept on file in the office. The building administrator, school nurse, or designee in each program shall administer prescribed medications. A student that has parent/guardian and physician written permission may be able to self-administer and self-possess his/her own medications with administrative approval. Students who must carry/administer insulin, epinephrine pens, or inhalers, must provide written approval from the student's physician and the parent/guardian.

### **Health Care Procedures**

Parents/guardians shall notify the building administrator/designee of the need for health care services. The parent/guardian shall provide a

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parent/guardian release form, physician's written instructions (where applicable), and student supplies and/or appliances (where applicable).

**Epinephrine Auto-Injectors (Epi-pens)**

Michigan's Public Acts 186 and 187 require that each Michigan public and nonpublic school have at least two epinephrine auto-injectors, commonly known as "epi-pens," in each school beginning with the 2014-2015 school year. Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

**Concussions**

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

**School Based Services-Medicaid**

If your child is a Medicaid recipient, the district may seek reimbursement from Medicaid for school based services, such as occupational, physical and speech therapies. This school based program does not reduce Medicaid benefits to students.

**DRUG AND SUBSTANCE ABUSE PREVENTION**

The Drug Free Schools and Communities Act of 1989 (P.L. 101-226) requires that GISD and all districts have a drug abuse prevention program. Students attending GISD programs have an age-appropriate, developmentally-based drug and alcohol education program. This program is individualized to the special needs of our students. Information provided in this program includes:

1. Ways that students can resist peer pressure to use drugs.
2. The possession and use of drugs is wrong and harmful.
3. Drugs are not permitted on school premises or during any school activities.
4. Students can be expelled, referred for prosecution, or referred to a treatment program if found to use drugs.

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5. Information is available at school about drug and alcohol counseling.

GISD and all of its special education programs are committed to assuring that our schools are drug free and that students and their families know and understand the harmful effects of drug and alcohol abuse.

## **CHILD ABUSE OR NEGLECT**

The Michigan Child Protection Law, P.A. 238 of 1975, requires that any school administrator, teacher, nurse, counselor, social worker or child care worker report all cases of suspected child abuse or neglect on behalf of children under 18 years of age. The law provides legal immunity for such persons acting in good faith and making reports or assisting in any other requirements of the law. Furthermore, school staff must report suspected abuse or neglect for vulnerable adults.

The Board of Education of the Genesee Intermediate School District establishes this policy in an effort to alert staff to be observant for any incidence of child abuse or neglect.

### **The following basic policy statements apply:**

1. If evidence of suspected child abuse or neglect is observed, staff shall report their findings immediately to the building administrator/designee. The presence of a venereal disease in a child who is less than 12 years of age shall be reasonable cause to suspect child abuse and neglect.
2. The building administrator/designee shall take the child to the school nurse for observation. All observations shall be documented in writing, including the date and age of child.
3. The building administrator/designee shall notify the department director of the suspected child abuse or neglect prior to reporting the incident.
4. A reporting staff member, in consultation with the administrator/designee, shall initiate a call to the Department of Human Services, or appropriate agency.
5. A representative of Child Protective Services shall determine if the child is in need of a physical examination by a physician and follow-up with a home call if appropriate.
6. Within 72 hours, the reporting staff member shall file a written report with the Child Protective Services as required by law. The written report shall contain the name of the child, description of the

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suspected abuse or neglect, names and addresses of the child's parents, child's guardian or persons with whom the child resides, and child's age. The report shall contain other information available to the reporting person which might establish the cause of suspected abuse or neglect and the manner in which it occurred.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The Board declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, disability, genetic information, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected classes, to learn through the curriculum offered in this District. The Board strives to meet the needs of all students within its boundaries and does not tolerate discrimination or harassment of any kind, recognizing the harm done to an individual's academic progress, social relationship, and/or personal sense of self-worth.

The Superintendent shall appoint and publicize the name of the compliance officer(s) whose responsibility it will be to coordinate 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 or denial of equal access, with and that any complaints are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and shall verify that the aforementioned rights are provided

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

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**District Compliance Officer**

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Genesee Intermediate School District  
Deputy Superintendent  
Director of Compliance and Monitoring  
2413 W. Maple Avenue  
Flint, MI 48507  
810-591-4400

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations may be obtained from the District Compliance Officer.

The District Compliance Officers will also oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

## **PROCEDURAL SAFEGUARDS NOTICE**

The "Procedural Safeguards Notice" shall be provided to parents annually or when required by state and federal regulations. Parents may request a copy of the document at any time by contacting the Center where their child attends.

## **CENTER ENROLLMENT AND WITHDRAWAL**

Placement in any of GISD's Center programs shall be made in accordance with GISD Center Program Placement Guidelines, Michigan Administration Rules for Special Education, and any applicable federal and state regulations. Any parent or student who wishes to withdraw from the Center should contact the Center principal and/or Center office.

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## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community as approved by the Center Principal. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

## **PARENT INVOLVEMENT**

The Genesee Intermediate School District supports parent involvement in its programs. Involvement includes parent communications, parent teacher conferences, parent meetings including student Individualized Education Program Team meetings, and information available on GISD's website at [geneseeisd.org](http://geneseeisd.org). Parent involvement is also included in each Center's School Improvement Plan.

## **ASBESTOS NOTICE TO PARENTS / GUARDIANS / STUDENTS / STAFF**

Each year the Genesee Intermediate School District must notify parents, guardians, students and staff that we have complied with State and Federal regulations pertaining to asbestos inspections and review. Nova Environmental, Inc., of Ann Arbor, Michigan, conducts the required inspections in all of our facilities on a scheduled basis, including reinspections, in accordance with Asbestos Hazard Emergency Response Act (AHERA) rules and regulations. Three-year reinspections were completed at the end of May 2016. We are found to be in compliance with required regulations.

Genesee Intermediate School District buildings are in excellent condition in relationship to existing asbestos. All of the areas requiring operation and maintenance activities identified in the last reinspection have occurred.

Parents, guardians, students and staff should be aware that building reports, located in each principal's office, are available for review at any time.]



## **PESTICIDE NOTICE TO PARENTS / GUARDIANS**

Each year the Genesee Intermediate School District must notify parents and guardians of the use of insect spray in the facilities. The Genesee Intermediate School District, only on an as-needed basis, uses the non-commercial insect spray Down & Out, Fly and Insect Killer. The product is used only in non-food areas, and its primary use is to control flies, mosquitoes, ants and other common pests that may occur. For sustained control of other pests, the district uses insect baits, which provide no airborne activity. The required Safety Data Sheet is on file for this product.

If parents or guardians are aware of a problem related to their student(s) in using this product, please contact the building principal.

## **DISTRICT WEB SITE**

Parents may use this up-to-date resource to find all-encompassing school district information. You will find a general overview of any school in the Genesee Intermediate School District. You will also find legal notices, special events, and board policy information regarding the Genesee Intermediate School District. [The website address is www.geneseeisd.org](http://www.geneseeisd.org).

## **APPENDIX**

# **SCHOOL RULES AND DISCIPLINE FOR ELMER A. KNOPF LEARNING CENTER**

## **INTRODUCTION**

Each prohibited act or school rule listed in the Student Code of Conduct sets forth the discipline that may be imposed for a violation or misconduct. The discipline imposed for violations of the school rules may range from classroom discipline to expulsion. The discipline for some prohibited acts is mandated by state or federal law. The discipline imposed for misconduct will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the cognitive capabilities of the student, the student's prior behavior record, and the recommendation of school personnel. Any attempted misconduct is also prohibited. These rules apply on school property, school transportation, school activity, and in situations that are sufficiently school related.

## **DEFINITIONS**

### **Positive Behavioral Interventions and Supports**

Positive Behavioral Interventions and Supports (PBIS) is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. The emphasis is on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Restorative practices shall be considered as a strategy to support student behavior.

### **Suspension**

Suspension is the exclusion of the student from school for a specific period of time or until the fulfillment of a specific set of conditions. Suspension will not exceed ten (10) cumulative school days within a school year, without an IEPT meeting being called to consider a change in programs or services. Teachers may suspend students from a class, subject, or activity pursuant to MCL380.1309(1) for up to one full day only for conduct involving a physical assault. Following the suspension, teachers shall meet with the parents to develop or revise a behavior management plan to address the inappropriate behavior. A building administrator and other staff, as appropriate, shall

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participate in this meeting. All other suspensions shall be made by the principal or designated school administrator.

**Long Term Suspension**

A suspension for over ten (10) school days which may be imposed by the superintendent or designee. However, pursuant to law students with disabilities may be entitled to the provision of appropriate services as determined by the IEPT.

**Expulsion**

Expulsion is the permanent exclusion of the student from the school system; upon the recommendation of the superintendent and by action of the Genesee Intermediate School District Board of Education. However, pursuant to law students with disabilities may be entitled to the provision of appropriate services as determined by the IEPT.

**SCHOOL RULES/PROHIBITED ACTS**

**Selling/Trading**

Students will not sell/trade items during school hours or on school property, except as approved by the building principal.

*Penalty:* classroom discipline up to and including suspension.

**Alcohol/Chemical or Behavior Altering Substances**

Possession, using, being under the influence of, or transferring any substance, which produces abnormal behavior, is strictly prohibited. This includes but is not limited to alcohol, narcotics, drugs, and “look-a-likes”, glues or sprays that could produce abnormal behavior. Misconduct in this area may result in prosecution.

*Penalty:* classroom discipline up to and including expulsion.

**Extortion**

A student will not secure or attempt to secure money or other items by the use of threats and/or violence. *Penalty:* classroom discipline up to and including expulsion. Insubordination/Noncompliance A student will comply with the direction or request of a staff member without disruption to the learning environment.

*Penalty:* classroom discipline up to and including suspension.

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**Persistent Disobedience to School Rules**

A student who engages in repeated misconduct or violation of rules shall be subject to discipline.

*Penalty:* classroom discipline up to and including expulsion.

**Prescription and Over-the-Counter Drugs**

The inappropriate and/or illegal use of prescription and over-the-counter drugs is prohibited. Prescription medication or over-the-counter medication shall be administered by school medical personnel (or designee), with written orders from a physician and parent/guardian signature. Misconduct in this area may result in prosecution,

*Penalty:* classroom discipline up to and including suspension.

**Profanity/Obscene Language (Disrespect)**

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.

*Penalty:* classroom discipline up to and including suspension.

**Bullying and Other Aggressive Behavior Towards Students Board 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

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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**

The District shall report policy modifications to the Department of Education as required by law.

### **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

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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

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that may violate this policy. The investigation must be completed as promptly as 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.

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**Prevention/Training/Restorative Practices**

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall consider utilizing restorative practices in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team")
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

**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.



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"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 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.

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"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.

**Sexual Harassment**

Sexual harassment includes any unwelcome sexual advances, verbal or physical conduct of a sexual nature. If a student believes he/she is a victim of a violation of this policy, he/she is to contact a staff person, the school social worker or principal. All allegations of sexual harassment will be brought to the attention of the Genesee Intermediate School District Associate Superintendent for administrative review. All matters involving harassment complaints will remain confidential to the extent possible.

*Penalty:* classroom discipline up to and including expulsion.

**Theft/Abuse of Private and Public Property**

A student will not intentionally cause or attempt to cause damage to school property or property of another. The unauthorized possession of school property or property of another will be considered theft. *Penalty:* classroom discipline up to and including expulsion.

**Tobacco**

Genesee Intermediate School District Board of Education has established a tobacco free schools policy. The use or possession of tobacco or tobacco "look-a-like", in any form on school property, including any activity under school sponsorship is strictly prohibited. In addition, because use of tobacco by a minor is a criminal offense the student in violation may be prosecuted.

*Penalty:* classroom discipline to long term suspension.

**Fighting/Physical Assault and Threatening Communication**

The following are strictly prohibited and will not be tolerated.

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**Physical Assault/Fighting:**

Intentionally causing or attempting to cause physical harm to another through force or violence.

**Threatening Communication:**

Any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm. Threatening communication also includes bomb threats (or similar threats) directed at a school building, other school property, or a school related event. A student who engages in threatening communication may be subject to suspension or expulsion.

*Penalty:* classroom discipline up to expulsion.

**Possession or Use of Weapons**

The act of possession, use, or threatened use of any weapon or instrument capable of inflicting bodily injury, while in or on school property, while in transit on school transportation, or during attendance or participation at a school sponsored activity will constitute a violation of the school policy. This misconduct, depending on the weapon, may be a violation of state and federal law.

*Penalty:* suspension up to expulsion.

**Setting Fires/False Alarms/Bombs**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report. A student shall not burn, or attempt to burn, any school building, structure or property, or intentionally set, or attempt to set a fire on school property or cause or attempt to cause an explosion. A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

*Penalty:* suspension up to expulsion.

**Criminal Sexual Conduct**

Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of criminal sexual conduct in any degree.

*Penalty:* expulsion.

**Use of Motor Vehicle Closed Campus**

A student driving his or her personal vehicle to school will be required to remain at school for the instructional day unless specific arrangements have

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been made. The student will drive, on campus, in a safe, orderly manner in accordance with state law. Inappropriate or unsafe use of a vehicle will result in disciplinary action.

*Penalty:* suspension up to expulsion.

### **Electronic Devices**

In order to insure a positive learning environment, students are prohibited from bringing or using any of the following: laser pointers, pagers/beepers, and cellular phones. The administration, in consultation with the classroom teacher and parent, may in extenuating circumstances (like prolonged family illness), make exceptions. These items and other articles considered distracting to the educational process will be confiscated and returned to parents. Students are discouraged from bringing the following to school: head sets, tape players, CD players, radios, video games, videos, tapes and CD's. The classroom teacher, at the request of the parent, may grant exceptions. Inappropriate use of electronic devices will result in discipline.

*Penalty:* classroom discipline to suspension.

### **Hall Passes**

For student safety, all students in the hall without direct staff supervision, will have a pass in their possession. The pass should, at a minimum, indicate the destination for the student.

*Penalty:* classroom discipline.

### **Public Display of Affection**

Any physical bodily contact except holding hands and arms around shoulders is inappropriate in the school setting.

*Penalty:* classroom discipline up to and including suspension.

### **Dress Code**

A student shall not dress or groom in a manner, which is unsafe to the student or others or disruptive to the educational process. Bare-midribs, mesh or see through tops, baggy or loose fitting pants/shorts, short shorts/skirts, and hats are not permitted. Clothing and/or accessories with profanity, vulgar or obscene suggestions are not permitted. In addition, items with sexual overtures or promoting prohibited substances such as drugs, alcohol, or tobacco are forbidden. Students wearing inappropriate clothing will be asked to change and parents may be notified.

*Penalty:* classroom discipline up to and including suspension.

Elmer A. Knopf Learning Center  
**STUDENT CODE OF CONDUCT AND PARENT HANDBOOK**

**STUDENT DIRECTORY OPT-OUT FORM**

FORM 8330 F17



STUDENT DIRECTORY OPT-OUT FORM

The Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "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 student's name
- participation in officially recognized activities and sports

The Board will make the above directory information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form within 10 days from this notification. Directory information will not be provided to any organization for any profit-making purposes. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

\_\_\_\_\_  
Print name of Student

\_\_\_\_\_  
Print name of person signing and state relationship to student or state if student is an adult and signing on his/her own behalf

\_\_\_\_\_  
Signature of parent/guardian/adult student

Date: \_\_\_\_\_





