

# STUDENTS RIGHTS & RESPONSIBILITIES HANDBOOK 2009-11



Grand Blanc Community Schools supports and adheres to the principles, rules, and regulations of Title IX of the Education Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and Michigan Civil Rights Laws. The school district hereby notifies all employees, residents, and students that it does not discriminate on the basis of sex, race, color, national origin, creed, political affiliation or belief, age, height, weight, marital status, against qualified handicapped individuals, or any other condition covered by law with respect to the school district's educational programs, activities, and employment practices.

The school district has established a grievance procedure to provide for the prompt and equitable resolution of complaints of discrimination. Any employee or member of the community or the school district who believes he or she has been discriminated against, should contact Clarence Garner, Personnel Director (591-6002), who coordinates processing of discrimination complaints, including Title IX compliance. Any student in the school district who believes he/she has been discriminated against should contact Karon Sullenger, Special Education Director (591-6371) or write either of them at Grand Blanc Community Schools, 11920 S. Saginaw Rd, Grand Blanc, MI 48439.

Revisions made to the handbook for **2009-10 and 2010-11** are listed below and are in **red print** throughout the book:

pg 5	<b>Rights of 18 Year Olds</b>
pg 9	<b>Cell Phones and Other Electronic Devices - High School Only</b>
pg 13	<b>District Attendance</b>
pg 16	<b>Elementary Absences</b>
pg 18	<b>Middle School Tardies</b>
pg 19-22	<b>High School Attendance Policy</b>
pg 23	<b>Makeup Work</b>
pg 56	<b>Infraction #11 - High School Cell Phone Policy</b>
pg 74	<b>Appendix A - School Bus Rules &amp; Regulations (7 n.)</b>
pg 85	<b>Appendix C - Drug Testing Policy for Athletes</b>
pg 110	<b>Appendix H - Student Telecommunications Use Agreement</b>



## TABLE OF CONTENTS

### INTRODUCTION

Student Rights and Responsibilities . . . . .	i
Voluntary Referrals . . . . .	iii
Student Harassment . . . . .	iii

### ADMINISTRATIVE POLICIES AND PROCEDURES

Authority of the School Board . . . . .	1
General Limitations on Freedom . . . . .	1
Freedom of Speech . . . . .	2
Freedom of Assembly . . . . .	2
Freedom of Petition . . . . .	2
Family Educational Rights and Privacy Act (FERPA) . . . . .	3
Rights of 18 Year Olds . . . . .	5
Personal Appearance . . . . .	6
School Records . . . . .	7
Cell Phones and Other Electronic Devices . . . . .	9
Search and Seizure . . . . .	10
Attendance . . . . .	13
Absences - Elementary . . . . .	16
Absences - Middle School . . . . .	17
High School Attendance Policy . . . . .	19
Make-Up Work . . . . .	23
Student Medications - Prescription or Non-Prescription . . . . .	24
Grade Change . . . . .	26
Testing Out of Courses . . . . .	26
Dual Enrollment/Advanced Placement Classes . . . . .	27
Responsibility Room - High School . . . . .	27
Student Parking . . . . .	29
Private Transportation . . . . .	31
Instructional Materials . . . . .	31
Distribution and Sale of Unauthorized Materials . . . . .	31

### STUDENT DISCIPLINE

Policy . . . . .	32
Gun Free Schools Policy . . . . .	32
Philosophy of Discipline . . . . .	33

## TABLE OF CONTENTS

### STUDENT DISCIPLINE (contd.)

Role Responsibilities in Discipline . . . . .	34
Disciplinary Action Short of Suspension . . . . .	38
Teacher Imposed Suspensions . . . . .	41
Suspension from School . . . . .	42
Expulsion from School . . . . .	46
Appeals Procedure . . . . .	48
Fair Treatment Procedures . . . . .	48
Off-Campus Activities . . . . .	52
Gross Misdemeanor . . . . .	53
Maximum Penalties for Infractions	
I. Attendance & Punctuality . . . . .	54
II. Appropriate Learning Environment . . . . .	54
III. Protection of Property . . . . .	57
IV. Protection of Physical Safety and Mental Well-Being . . . . .	59
V. Controlled Substances - Drugs, Alcohol & Tobacco . . . . .	67
Bus Discipline . . . . .	70

### APPENDICES

A. Bus Rules and Regulations . . . . .	73
B. Probation Status Form . . . . .	75
C. Athletic Handbook . . . . .	76
• Discipline Code . . . . .	80
• Drug Testing Policy . . . . .	85
D. Vacation Request Forms . . . . .	95
E. Driver Education Minimum Academic Standards . . . . .	98
F. Right to Publish . . . . .	99
G. Safe Schools Incident Report . . . . .	106
H. Telecommunications Use Agreement . . . . .	107
I. Fair Treatment Concern Forms . . . . .	111
J. Chronic Illness Document . . . . .	114
K. Discrimination Grievance Procedure . . . . .	115

*Note: The terms parent and guardian shall be used interchangeably throughout this handbook.*

## INTRODUCTION

This booklet is prepared as a service to students (Kindergarten through 12<sup>th</sup> grade), parents, and faculty by the Grand Blanc Community Schools' Board of Education. The Board has authorized the policies and procedures listed in the book to provide for the welfare of all students in the Grand Blanc Community Schools. All policies, regulations, definitions, and procedures have been prepared to comply with the laws of the State of Michigan and of the United States. All parents, students and faculty are expected to become familiar with the contents of this booklet.

If there are questions or comments, please direct them to the building principal or his/her designee.

### STUDENT RIGHTS AND RESPONSIBILITIES

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. Specifically pertinent to the school setting are those rights contained in the First and Fourteenth Amendments that relate to freedom of speech, press, assembly, petition and with due process and equal protection.

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of that community.

#### It is the Student's Right to:

1. Attend school in the district in which his/her parent or legal guardian resides.
2. Form and hold his/her own ideas and beliefs.
3. Express his/her opinions verbally or in writing.
4. Dress within recognized standards of health, safety, and good taste.
5. Associate and assemble peacefully.
6. Petition school officials for corrections of complaints.

## INTRODUCTION

7. Expect that the school shall be a safe place for all students to gain an education.
8. Privacy of his/her school records.
9. Have a student government with representatives selected through free school elections.
10. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of due process.
11. Expect that the school shall make every effort to safeguard individual rights.

#### It is the Student's Responsibility to:

1. Respect the inherent human dignity, worth and rights of every other individual.
2. Attend school daily and be on time to all classes.
3. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
4. Dress in such a manner so as not to interrupt or interfere with the educational process.
5. Be aware of all rules and regulations regarding student behavior and conduct him/herself in accordance with them.
6. Study diligently and strive for the best possible level of academic achievement.
7. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
8. Take an active part in the improvement of the school by becoming involved in or supporting student government.
9. Become actively involved in one's education, understanding of others and preparation for adult life.
10. Report knowledge of violation of school policy (i.e., weapons, drugs, alcohol, etc.) on school property.

### VOLUNTARY REFERRALS

Administration and staff shall inform students that disclosing information about oneself or a peer to a staff member can be very helpful. If someone needs help, it is important and safe to seek help. There are two types of voluntary referrals:

Type I - Concern About Another Person

Type II - Self Referral

A student is encouraged to make a voluntary referral by contacting a staff member in person, by phone, or in writing. The help begins with the referral being forwarded to qualified helping personnel.

### STUDENT HARASSMENT

Administration and staff shall inform students to report incidences of harassment or bullying to an adult in the school and a parent each time an incident occurs. If you are being bullied or witness another student being bullied, it is important that you notify an adult in the building at the time of the problem occurring or as soon thereafter as possible. If the behavior doesn't stop, contact an administrator as soon as possible to initiate a complaint. If it is an ongoing problem, keep a record of further incidents so that, if warranted, proper disciplinary action can be taken. Keep your parents and administrators informed. If a student feels unsafe or is threatened, the student or the student's parent should contact the principal as soon as possible.

### AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the State of Michigan MCL 380.11a; MSA 15.4011a, the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to student conduct in order to provide for their safety and welfare at school, while en route to and from school, while attending school-sponsored activities, or while engaging in any conduct that impacts the educational environment or educational community.

The Board of Education has approved the policies, rules and regulations contained in this publication. The Board may adopt others.

### GENERAL LIMITATIONS ON FREEDOM

Because educational institutions must be orderly institutions, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. Communications that are obscene, defamatory or that advocate intolerance based on race, religion, gender or other protected categories are prohibited.

### FREEDOM OF SPEECH

Students are entitled to verbally express their personal opinions. Such expression shall not interfere with the freedom of others to express themselves or with the educational process. The use of obscenities or personal attacks that are vulgar or profane, or disruptive to the educational process, or compromise the rights of other students is prohibited.

### FREEDOM OF ASSEMBLY

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place and manner of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless a building administrator gives prior approval. Gatherings or assemblies that interfere with or disrupt the operation of the school or classroom are prohibited.

### FREEDOM OF PETITION

Any student has the right to petition. Individual students have the right to ask their teacher or an administrator for reconsideration of actions they believe to be unfair. The collecting of signatures for the purpose of petitioning shall not disrupt classroom procedures or interfere with the educational process.

Students shall not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements and personal attack.

### FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

#### Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Grand Blanc School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Grand Blanc School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

#### School Activities

The primary purpose of directory information is to allow the Grand Blanc School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

#### Outside Agencies

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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

## ADMINISTRATIVE POLICIES & PROCEDURES

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

The Grand Blanc School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- \* Student’s name
- \* Address
- \* Telephone listing
- \* Electronic mail address
- \* Grade level
- \* Photograph
- \* Date and place of birth
- \* Major field of study
- \* Dates of attendance
- \* Participation in officially recognition activities and sports
- \* Weight and height of members of athletic teams
- \* Degrees, honors, and awards received
- \* The most recent educational agency or institution attended

If you do not want the Grand Blanc School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 10, current school year.

A FERPA form is available in your school office.

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 1002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

## ADMINISTRATIVE POLICIES & PROCEDURES

### RIGHTS OF 18 YEAR OLDS

Eighteen-year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority:

1. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records. **Parents/guardians may be permitted access to their child’s education records, without the student’s consent, under the following circumstances: a) the student is a dependent for federal income tax purposes; b) the disclosure is necessary to protect the health or safety of the student or other individuals.**
2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. All school attendance standards continue to apply to students regardless of their age.

Eligible students who wish to assert these rights will register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

A copy of the completed form will be sent to the student’s parent. The completed original form will be retained in the attendance office.

### PERSONAL APPEARANCE

Every student shall maintain a reasonable standard of dress which is appropriate to the role of the student, reflective of the age level, and conducive to a wholesome climate for learning. Dress and grooming which is distracting or disruptive to the educational process is prohibited.

Dress and grooming in the Grand Blanc Community Schools will be based on appropriateness, common sense, and good judgement. Unusual or exaggerated mode of dress and conspicuous departures from accepted norms in dress and grooming will be prohibited. No clothing that advocates the use of illegal substances, or that advertises alcohol or tobacco or that contains offensive language/material or inference will be allowed.

The following dress and grooming guidelines (including jewelry) will be applied:

Individual schools are expected to use these guidelines as minimum standards but are encouraged to modify them to meet the uniqueness of their school. The final decision on the appropriateness of student dress or grooming will be determined by the principal or his/her designee. (See Maximum Penalties for Infractions, II. Appropriate Learning Environment, #7)

- a. Dresses, skirts, slits in skirts, or shorts shall not be shorter than mid-thigh. Pants must be secured so that undergarments are not visible. Shirts shall be long enough to cover the top of pants, shorts, or skirts. Clothing that is too tight or revealing will not be allowed.
- b. Items containing material deemed “obscene to minors” in the form of inappropriate messages or pictures deemed obscene to minors (see Appendix F, V. Definitions of Terms, F.) are prohibited.
- c. Items displaying illegal substances or activities or those that are prohibited for minors are not allowed.

- d. Items containing messages that are defamatory or discriminating toward another group or individual are unacceptable.
- e. Any clothing or insignia deemed to be gang related is prohibited. In addition, any outward display of gang associated behavior, will not be allowed.
- f. Clothing with hate messages, or pictures/messages that represent groups or individuals that promote hate messages, are unacceptable. Suicide related messages are also unacceptable.
- g. Jewelry that contains any type of sharp object is not allowed.
- h. Hats, caps, visors, hoods, bandanas, and sunglasses are not to be worn in the classroom or building while school is in session unless approved by the building principal or his/her designee.
- i. Items of clothing which contain expressions which would otherwise be prohibited as non-school-sponsored publications are not acceptable. (See Appendix F)
- j. Clothing, accessories, or personal grooming habits which interfere with or disrupt the educational process are not allowed.

### SCHOOL RECORDS

Access to student records is governed by Michigan’s Freedom of Information Act and Board of Education policy as contained in “Guidelines for Collection, Maintenance and Dissemination of Student Records,” a copy of which is available in the principal’s office.

Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student’s parent(s) or legal guardian and to the student. Arrangements for review may be made through the principal, or, in the secondary schools, through the Guidance and Counseling Department.

## ADMINISTRATIVE POLICIES & PROCEDURES

Under the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232 g (“FERPA”) and the regulations adopted pursuant thereto, all parents and guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right to examine “educational records” directly related to those students, which are maintained by the school district in accordance with the terms of the law and regulations. The Board of Education’s policy and procedures for inspection, review and copying of “education records” with a description of the types of records maintained by the school district and the procedures seeking correction of “education records” is available from the office of the principal of each school in the school district or the office of the Superintendent of Schools.

Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave, SW, Washington, D.C. 20201.

Other than in certain exceptional circumstances described in the Board of Education’s policy and procedures concerning “education records,” no personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parents, legal guardian or student more than eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles or athletic rosters, FERPA allows the release of certain student information without prior consent. “Directory information,” such as a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards achieved, the most recent previous educational agency or institution attended by the student, date of graduation and last grade completed shall not be disclosed without the prior written consent of the parent, legal guardian or student more than eighteen (18) years of age unless and until written objection to the designation of any or all of this information as directory information is received by the principal of the school that the student attends or last attended.

## ADMINISTRATIVE POLICIES & PROCEDURES

Directory information may be released by the school district for the reasons specified above but will not be disclosed to third parties engaged either directly or indirectly in marketing. Also, photographs of students in an educational or extracurricular setting may be taken as part of the school district’s newsletter, newspaper and/or website(s). The purpose of the photographs is to recognize student achievement and activities and will be considered disclosable “directory information,” unless a written objection is received as required above. Further, as a means of providing additional security for its students, Grand Blanc Community Schools utilizes video cameras on all its busses and in school hallways. Please be advised that the videotapes are generally not considered student records and any images of your child that may occur as a result of this videotaping may be reviewed by third parties. To the extent the videotapes record student discipline issues, the videotapes may be reviewed by third parties but will not be released to third parties.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

#### High School Only

**Cell Phones, pagers, CD/MP3 players, radios/headsets, or other related electronic devices may only be used before school, after school, passing time, and during a student’s lunch period. The items may not be used at any time during a class period without permission of the building principal or designee.**

**Any electronic device used or heard during class time will be confiscated. Cameras, including cell phone cameras, shall not be used without specific prior consent from the building principal or his/her designee. Students violating this policy will have items confiscated and will face progressive discipline. The high school Principal or designee shall have the discretion to determine the amount of time the phone will be confiscated, but this shall not exceed thirty (30) days. Students having items confiscated may be prohibited from bringing electronic devices to the high school.**

**Confiscated items shall be claimed only by parents from the school office. After forty (40) days, unclaimed items will be discarded at no expense to the school district. Any exception to this policy must be pre approved by the building administrator.**

### Middle Schools & Elementary Schools

Cell phones, pagers, radios/headsets, tape/CD/MP3 players, or other related electronic devices must be turned off upon entering the school building in the morning until the completion of the school day. Devices capable of taking or transmitting pictures or text messages (i.e., cell phones, digital cameras, palm pilots, etc.) shall not be used without specific prior consent from the building principal or his/her designee. These devices must be stored out of sight in backpacks, lockers, purses, duffel bags, or other like items. Students violating this policy will have items confiscated. Confiscated items shall be claimed only by parents from the school office within 30 calendar days. Unclaimed items will be discarded at no expense to the school district. Any exception to this policy must be pre approved by the building administrator.

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of students and school property at any time and without prior notice.

### School Property

Student lockers, desks, and other such property are owned by the school district, which exercises exclusive control over them. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

### Lockers

All lockers assigned to pupils are the property of the Grand Blanc Community Schools. At no time does the District relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee.

### Legitimate Use of School Lockers:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by School Board policy or the school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the school principal or his/her designee.

### Search of Locker Contents:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. In the course of a locker search, the school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

## ADMINISTRATIVE POLICIES & PROCEDURES

### Seizure:

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) year of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.

### Personal Property

Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal, unauthorized (stolen), hazardous, or contraband materials.

### Reasonable

#### Suspicion:

A belief based on specific reasonable inferences which an administrator is entitled to draw from the facts in light of his experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior, smells, or bulges in a pocket, and the like.

## ADMINISTRATIVE POLICIES & PROCEDURES

Contraband: All substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary and explosive devices.

### Automobiles

Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there may be illegal, unauthorized, hazardous, or contraband materials in or on the automobile.

### Canine/Metal Detectors

The school administration may use canine and metal detectors to search for illegal, unauthorized, hazardous, or contraband materials at any time and without notice.

## ATTENDANCE

The Grand Blanc Board of Education believes regular school attendance is essential to quality education.

Compulsory attendance of all students between the ages of six and sixteen shall be enforced in compliance with the laws of the State of Michigan.

Parents who wish to have their children excused while school is in session must **notify the office and obtain proper paperwork**. At the high school this is done through the Attendance Office. Teachers *may not* excuse their students directly from the classroom under any circumstances.

## ADMINISTRATIVE POLICIES & PROCEDURES

Excused absences/tardies shall be granted for the following reasons:

1. Personal illness (for extended illnesses, more than five consecutive days), the student or parent should contact the student's counselor (H.S./M.S.) or the Main Office (Elementary) to ascertain whether or not this illness would qualify for homebound services. In any case, for homework purposes, a statement from the attending physician should be submitted to the counselor (H.S./M.S.) or the Main Office (Elementary) to get homework and/or makeup work from all teachers.
2. Head Lice - The Grand Blanc Community Schools follows a nit-free head lice policy. Children that have been absent due to lice must be checked at the office before they can return to class.
3. Death in family.
4. Illness of family members at the principal's or his/her designee's discretion.
5. Doctor and dental appointments that cannot be scheduled outside school hours.
6. Required court appearance.
7. Religious holidays with notification from parent(s).
8. Other circumstances may be excused at the principal's discretion.
9. Family vacations consisting of up to two days may be called into the Attendance Office (H.S./M.S.) or the Main Office (Elementary) by parents prior to the vacation.
10. Family vacations consisting of three or more days must be accounted for by prior contact between the home and building administrator using the *Family Vacation Request Form* (see Appendix D & D1.)

## ADMINISTRATIVE POLICIES & PROCEDURES

If parents want their children to be assigned work during the vacation period, they must make this request of the teacher five (5) school days before the date of absence stated on the form. It should be understood that assigning work will not always be appropriate prior to instruction. In the event a student will be absent beyond five (5) days, the teacher shall not be expected to provide advance work beyond the fifth day of absence. It is acknowledged that absences beyond five (5) days will be difficult to make up and may severely compromise the student's academic progress. Work should be made up within the following timeline: One school day grace period for each day absent up to a maximum of five (5) days.

The administration shall make every attempt to notify parents on a consistent basis when students are repeatedly absent from class(es).

In addition to parents being notified when a student reaches 15, 20, and 30 days of absence, persistent absences from school may result in a referral to Probate Court and/or Family Independence Agency (FIA) as a violation of the truancy law/educational neglect.

Truancy is defined as: "*Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2.*"

Please note: Unless there are extenuating circumstances, a truancy petition may be filed once a student has been absent 10 days (two weeks). The 10 days are inclusive of attendance within other school districts within the same academic year.

Frequent absences, excused or unexcused, or tardiness in a class may seriously affect the student's progress and credit for that class. Attendance patterns of a student are the responsibility of the parent and the student.

High school and middle school parents are encouraged to monitor their student's attendance, grades, and behavior on the parent web.

### ABSENCES - ELEMENTARY

Because regular attendance at school is critically important to learning, students who accumulate a total of 30 absences in a school year (excused or unexcused) will be retained unless the student attends summer school. Parents will be notified when a student reaches 15, 20 and 30 days of absences. **At the discretion of administration, medical documentation may be required for excessive absences.**

A student who arrives more than one half hour late to school will be marked for a ½ day morning absence. A student who leaves school more than one half hour early will be marked for a ½ day afternoon absence. **A student signed out for the day before 11:30 a.m. (10:30 a.m. Perry Center/City School) will be assigned a full day absence. A student signed out after 11:30 a.m. (10:30 a.m. Perry Center/City School) and does not return, will be assigned a ½ day afternoon absence. It will be at the discretion of administration to adjust absences based on the student's same day return to school (i.e., If a student checks out at 10:00 a.m. but returns at 1:00 p.m., they would be assigned a half day absence. If they check out at 9:30 a.m. and come back at 3:00 p.m., they would be assigned a full day absence.)**

It is expected that students are in class when the bell rings:

Tardies - Four (4) tardies will equal one (1) unexcused absence. A student shall be considered tardy when he/she arrives ten (10) minutes or more after the beginning of the school day. A student who leaves school early at the end of the school day, ten (10) minutes or more (up to 29 minutes) will also receive a tardy.

A student who believes his/her absence includes extenuating circumstances (i.e., a medically documented illness) may appeal his/her retention to the principal after June 1. The principal's decision will be final.

A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempt from this limitation.

### MIDDLE SCHOOL ATTENDANCE POLICY

#### Student Absences

**When a student is ABSENT, the parent/guardian is expected to call the ABSENCE HOTLINE by noon each day the student is absent. Students receiving an unexcused absence may not get credit for the class activities or assignments missed during the absence. Absences will be recorded on the computer by class period.**

#### Middle School Check In/Check Out Procedures

**Arriving:** Students arriving at school after 8:10 a.m. must check in at the Office to receive a tardy pass before proceeding to class. When a student comes to school late, a parent will need to check him/her in OR send a note stating the reason. Medical/dental office notes are preferred for appointments.

**Leaving:** Students checking out during the day must be signed out in the office by a parent or guardian. If a student must leave for an appointment during the school day, please send a note to the attendance secretary at the beginning of the day. The student will be issued a pass to come to the office ready to check out. This saves waiting for your student and also is less disruptive to the classroom.

**Students missing more than 15 minutes of a class will be considered absent for that class period.**

#### Unexcused Tardies

Students who accumulate four (4) unexcused tardies in any one class during a given semester will be issued an after-school detention for the fourth and fifth tardy. **Beginning with the sixth tardy and** for each subsequent unexcused tardy, the student's class will be closed pending the outcome of a parent meeting with the assistant principal or his or her designee.

### Frequent Absence or Tardiness

The administration shall make every attempt to notify parents on a consistent basis when students are repeatedly absent from classes. Frequent absences or tardiness in a class, excused or unexcused, may seriously affect the student's progress and credit for that class. Attendance patterns of a student are the responsibility of the parent/guardian and the student. **Your student's attendance may be reviewed on the Middle School parent web site.**

Because regular attendance at school is critically important to learning, students who accumulate a total of 30 absences in a school year (excused or unexcused) will be retained. **A letter is sent to the parent/guardian after 10, 20, and 30 absences in a class. A truancy petition may be filed once a student has been absent 10 days.**

### Absences & Attendance at After School Events

To be eligible to practice and/or participate in an athletic event or extracurricular activity, students must be in attendance at least half of the instructional day for the given level and must finish the school day unless prior arrangements have been made with the principal. A middle school half day is defined as **three (3) classes.**

A student who believes his/her absence includes extenuating circumstances (i.e., a medically documented illness) may appeal his/her retention to the principal after June 1. The principal's decision will be final. A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempt from this limitation.

### HIGH SCHOOL ATTENDANCE POLICY

The Grand Blanc High School attendance philosophy is based upon the belief that students need to be in class each day and on time in order to maximize their learning opportunities. **Student attendance is an essential element in grade computation, and achievement of certain grades may be dependent upon class participation and/or class attendance.** With that philosophy in mind, the school recognizes that a student may have circumstances (doctor appointments, illness, **personal vacations**, etc.) that cause him/her to miss school and has created the following attendance policy: Once a student accumulates more than (10) total absences in a course per semester, he/she will lose credit in that course.

**Total absences include excused absences, unexcused absences, and personal vacations. Attendance status is available for review on the High School Parent Web (<http://schoolsopen.grand-blanc.k12.mi.us/cgi-bin/ParentWeb/pw-login.p>) or the school website ([www.grandblancschools.org](http://www.grandblancschools.org)).**

**The following codes are used:**

**Total Absences (limit of 10)**

- E Excused absence**
- U Unexcused absence**
- TU Tardy more than five minutes (unexcused absence)**
- V Personal vacation**

**Absences not counted toward the ten total absences in a course per semester:**

- F Field trip**
- M Extended medically documented illness**
- A Arranged absence (in school but not in class)**
- X Extenuating circumstances (court, death of a family member, etc.)**
- T Tardy**
- H Homebound**
- I In school suspension**
- O Out of school suspension**

## ADMINISTRATIVE POLICIES & PROCEDURES

A student who accumulates more than ten (10) total absences **will lose academic credit and enter into an attendance contract which will detail the criteria for regaining the lost credit.**

### The contract shall read:

**You have accumulated more than ten total absences. According to the *Students Rights and Responsibilities Handbook*, if a student has accumulated more than ten absences in a course per semester, that student will not receive academic credit in that course.**

**The purpose of this contract is to inform you of your loss of credit and to inform you of the means to make up the lost credit. To earn credit back in this course, you must:**

- a) **Show a marked improvement in tardies and attendance**
- b) **Complete all work and pass the course**
- c) **Written appeal to principal**

**At the end of the semester, if you have met the above requirements, you may request an appeal to reinstate credit. The appeal request must be in writing to the building principal no later than two weeks prior to the end of the semester. If the appeal for credit reinstatement is denied, a score of 80% on the end of semester exam is the equivalent of earning a passing grade and constitutes a qualifying score to earn credit in the course.**

**Additional absences may result in removal from class. If you are removed from three or more classes, you will be recommended to the Board of Education for expulsion.**

### **The following attendance interventions will be implemented:**

- a) **All unexcused absences – the parent/guardian will be notified.**
- b) **Fifth (5<sup>th</sup>) Total Absence – The parent/guardian will be notified and consequences of additional absences will be explained.**

## ADMINISTRATIVE POLICIES & PROCEDURES

c) **Eighth (8<sup>th</sup>) Total Absences – The parent/guardian will be notified and the student will be contacted by his/her counselor/assistant principal with a reminder of the attendance policy and its consequences.**

d) **Tenth (10<sup>th</sup>) Total Absence – The parent/guardian will be notified that, according to the attendance policy a student who accumulates more than ten total absences will lose academic credit and be placed on an attendance contract.**

A student who believes his/her absences may include extenuating circumstances (i.e., **an extended** medically documented illness, death of a family member or friend, **court**, etc.) may review his/her absences with an assistant principal. If appealed beyond the assistant principal, the building principal's decision will be final. Students with a medically documented chronic illness must complete the Chronic Illness Document each year. Students receiving approved homebound instruction provided by a certified instructor may be exempt from this limitation.

### Reporting Absences

In order to be excused from school, a parent, legal guardian, or person listed on the student's emergency card must call the high school (591-6685 **at East Campus and 591-6352 at West Campus**) on the day of absence or before **3:30 p.m.** the following day. A parent/guardian should have their child's school identification number available as an absence is reported. **Missing class time due to approved school relation functions will not count toward total absences (i.e., field trips, participation in sporting events, assemblies, authorized passes, etc.).**

Any absence not excused by **3:30 p.m.** the following day will result in an unexcused absence. Students receiving an unexcused absence will not get credit for the class activities or assignments missed during the absence. **Unexcused absences are considered truancy/skipping and may result in further disciplinary action.**

### High School Check In Procedure

All students who arrive at anytime after school has begun, must report to the **main office upon entering the building**.

### High School Check Out Procedure

When a student needs to leave school early, a parent/guardian must call PRIOR to the student leaving the building. If no call has been made, the office will attempt to call a parent/guardian or person authorized on the student's emergency data card to release the student. All students must check out through the **main** office. If a student leaves the building without following these procedures, he/she will be unexcused. No call can be made to excuse the student AFTER the student has left the building without properly checking out. When a student returns to school, he/she must check back into the **main** office, otherwise, they will be marked absent for the rest of the day.

### Absences & Attendance at After School Events

In order to practice and/or participate in an athletic event or extracurricular activity, students must be in attendance at least half of the instructional day for the given level and must finish the school day unless prior arrangements have been made with the principal. A high school half day is defined as three (3) classes.

### Tardies

A tardy is defined as not being in the classroom when the bell rings. It is the expectation that students are in class by the time the last bell rings. **Students who arrive more than five minutes tardy are considered absent, unexcused (TU).** Students who accumulate four (4) tardies in any one class during a semester will be **sent to the Responsibility Room. A plan will be written and a parent contact will be made. Please note, that a third visit to the Responsibility Room (for any reason) will result in a one-day off campus suspension. Students who are excessively tardy, will be sent to their administrator or student advisor and may have his/her** classes closed pending the outcome of a parent/student meeting with the assistant principal or his/her designee.

## MAKEUP WORK

Teachers will provide students with assignments missed during an excused absence or off campus suspension. They shall accept a student's work for credit that was due during the time of their excused absence. The work may be made up prior to, during, or immediately following the excused absence, by arrangement with the teacher(s) involved. It is the student's responsibility to arrange with the teacher(s) to receive and to submit any makeup work. If a student has an excused absence, they have only so many days to make up the work.

1 Day	=	2 days to make up assignments
2 Days	=	3 days to make up assignments
3 Days	=	4 days to make up assignments
4 Days	=	5 days to make up assignments
5 Days	=	6 days to make up assignments
6+ Days	=	Number of days to make up assignments will be determined by the building administration

If requested by a parent, administrator, counselor or the student, teachers shall provide students with assignments missed for disciplinary reasons, including out-of-school suspensions. Teachers are required to accept all work. **Full credit** will be granted for **all completed** assignments missed due to a suspension. The work is due the day the student returns to school.

### Notice for Make-Up Work

In order to keep interruptions to instruction to a minimum, if you are requesting makeup work from a teacher, a 24-hour notice is needed. This 24 hours will begin at the close of business on the day the request has been made (i.e., If you call Monday at 11:00 a.m., work should be available by 4:00 p.m. on Tuesday afternoon).

**STUDENT MEDICATIONS**

(Prescription or Non-prescription)

In accordance with Act 157, Section 378 and Section 380.1178 of the Michigan School Code and Board of Education Regulation (AR 5145), the following policies and/or procedures for medication will be followed:

**Definition:** Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, those which are injectable (epi-pen), applied as drops to eye or nose, or applied to the skin.

**Prescription Medication**

If it is necessary for a student to take prescription medication during school hours, the law requires that the school receive written authorization from both the parent and the doctor, as well as the doctor's instructions for administering the medication. The school office will provide a form for this purpose. Upon entering the school, the parent or the student must report to the office with the medication. The school office can keep up to a one-month supply in the office in the original prescription bottle. The medication is to be taken in the presence of designated school personnel.

**Non-Prescription Medication**

The parent/guardian must provide the school with written permission to administer non-prescription medication (i.e., Tylenol, Benadryl, nasal sprays, etc.). Upon entering the school, the parent or the student must report to the office or to designated personnel with the medication. The medication is to be taken in the presence of designated school personnel.

**Procedures for Student Self-Administration/Self-Possession of Medication**

**Definition:** Self-administration means that the student is able to apply a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or an epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis (a severe allergic reaction that can range from mild to life-threatening with symptoms that include itchy hives; swelling of the lips, tongue, or eyes; throat swelling; nausea and vomiting; and wheezing and difficulty breathing) in the same manner directed by his/her physician without additional assistance or direction.

Self-administration of these medications may be permitted only while the pupil is at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or which the pupil's school is participating.

Self-possession means, that under the direction of the physician, the student may carry medication on her/his person to allow for immediate and self-determined administration. In order to self-administer medication, all of the following must be met:

1. The pupil has written approval to possess and use the inhaler or epinephrine auto-injector from the pupil's physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, if the pupil is a minor, from the pupil's parent or legal guardian.
2. The principal of the pupil's school has received a copy of each written approval described in #1 above.
3. There is on file at the pupil's school a written emergency care plan that contains specific instructions for the pupil's needs that is prepared by a physician licensed in this state in collaboration with the pupil and the pupil's parent or legal guardian, and that is updated as necessary for changing circumstances.

### GRADE CHANGE - HIGH SCHOOL

Grade changes by teachers must be completed within five (5) school days from the day report cards are officially posted on the Parent Web. All changes after this period must be approved by the high school principal.

### TESTING OUT OF COURSES - HIGH SCHOOL

Public Act 123 and 124 of 2006 in accordance with Section 1278(a)(4)(c) of the School Code allows a student to receive credit for a course in which the student is not enrolled, but attain a minimum score on the course assessment(s) as defined by the high school departments. Credits obtained in this manner shall be subject to the following limitations:

- a. The credit will be recorded as a “pass” grade and not used for computing a grade point average.
- b. The credit will be listed on the pupil’s transcript as a tested out course.
- c. The pupil will earn credit for the course, if the high school department minimum score is attained. This credit may be used toward graduation.
- d. A pupil who earns credit under this section cannot later take a lower sequence course in the same subject area.
- e. The assessment used to determine a pupil’s mastery of the subject matter may include (but not limited to) the final exam, written papers, projects, presentations, and/or other forms of authentic assessment.
- f. Pupils interested in testing out of a course must submit their request in writing, to the building principal.

The intent of section 1278 is twofold: (1) to avoid wasting the time of the high school pupils by asking them to do course work to acquire knowledge and/or skills they already possess; and (2) to provide pupils with a wider range of courses they could take.

### DUAL ENROLLMENT/ADVANCED PLACEMENT CLASSES - HIGH SCHOOL

Students wanting information on dual enrollment or on A.P. (Advanced Placement) classes should contact the high school counseling office.

### RESPONSIBILITY ROOM - HIGH SCHOOL

Grand Blanc High School is using a responsibility system based upon the Choice Theory/Reality Therapy model developed by psychiatrist Dr. William Glasser. We believe this program can reduce conflicts and behavioral problems in the classroom. We also believe students will feel better about themselves in an environment where they are treated with respect and in which they are expected to be responsible for their actions. When students choose to act in ways that are disruptive to the educational process or which interfere with their own education, they choose to enter the Responsibility System.

#### Responsibility System Steps

- Step I      Verbal Intervention  
The teacher deals with the behavior problem in the classroom and has the student make a commitment to change.
- Step II      Written Plan  
The teacher deals with the problem a second time in the classroom, sends the student to the designated responsibility area in the classroom, and has the student make a written commitment to correct the problem. The teacher will contact the parent about the plan and explain the next step.

### Step III Responsibility Room

The student is removed from the classroom and sent to the Responsibility Room for failure to improve his/her behavior or he/she has been so disruptive that removal from class is necessary so that others may continue their work. The student will evaluate his/her behavior under the guidance of a trained professional. To be readmitted to class, the student must develop a written plan to correct the problem behavior. The responsibility room facilitator will contact the parent after the second referral to the Responsibility Room.

Students who fail to report to the Responsibility Room will be suspended from school for one day.

### Step IV Responsibility Time at Home

When a student receives his/her third referral to the Responsibility Room, the student will meet with the administrator and is sent home for one day. The administrator will contact the parents. The student and parent will write and sign a plan to correct the problem behavior. Upon return to school, the written plan will be reviewed by the administrator, responsibility room facilitator, and the classroom teacher. Each visit after the third visit will result in a one day suspension from school.

If you have any questions, please contact the attendance office.

### STUDENT PARKING INFORMATION

The high school parking lots are private lots open to the public. Consequently, Grand Blanc Community Schools assumes no responsibility for the student's vehicle or personal property, including but not limited to, damages, theft, injuries, and vandalism when parked in these lots. All vehicle accidents should be reported immediately by calling 911. Parking permits are a privilege, not a right. Grand Blanc High School students have the privilege to park in the high school lots on a paid permit basis only. Seniors are eligible to purchase parking permits during pre-registration and throughout the school year from the attendance office (591-6685). If a space is available, juniors, selected through a lottery process, will be allowed to purchase a parking permit from the attendance office. The number of permits sold is based upon the number of available student parking spaces. Sophomores and freshmen will not be allowed to purchase a parking permit.

Students who wish to drive, but do not purchase a parking permit, may park in the High School West Campus lot only. During the day, any car found parked on school property without a valid parking permit, other than the West Campus lot, will be towed at the owner's expense.

A parking lot supervisor will be employed to monitor the lots and enforce parking regulations. Students who choose to park on campus do so with the knowledge and acceptance that their vehicles may be subject to canine searches at any time with or without notice and/or subject to searches by school officials upon reasonable suspicion of a violation of school rules.

## ADMINISTRATIVE POLICIES & PROCEDURES

Students are permitted to drive and park under the following conditions:

1. A student parking application must be obtained, completed and returned with payment to the attendance office. As part of the application process, a student must present their current student I.D. along with a valid vehicle registration and driver license. During the school year, any vehicle change must be reported to the attendance office. No refunds will be issued.
2. The parking permit **MUST** be displayed in the appropriate area as described in the Student Parking Application. No exceptions.
3. Students may not sell, lend, duplicate, or give their permit to any other student at any time.
4. Students may park in a designated student parking space only.
5. Students must drive in an acceptable and appropriate manner at all times. Any student driving in a careless or negligent manner likely to endanger any person or property will be subject to loss of parking privilege and/or criminal prosecution.
6. Upon arrival to school, students must enter the building immediately. Loitering or gathering in the parking lot will not be permitted. Students may not return to their vehicles until dismissed from school or have permission from the attendance office.
7. Vehicles not registered, without a permit properly displayed, or parked in an improper area shall be towed at the owner's expense. Parking violations may result in loss of parking privileges.

## STUDENT DISCIPLINE

### PRIVATE TRANSPORTATION

When transportation is not provided by the school district, the following should be considered regarding private transportation. The Grand Blanc Community Schools does not accept financial liability or responsibility for volunteer drivers transporting students to school-sponsored activities. Parents need to assess the risk and benefits of their children driving either themselves or other students, or riding with a volunteer driver. The Grand Blanc District does not screen these private driving arrangements. The driver's insurance is to provide primary coverage in case of an accident.

### INSTRUCTIONAL MATERIALS

The school district shall provide students with the use of individual textbooks, supplemental textbooks, library books, and other instructional aids and materials free of charge to better assure the success of a student taking course work. It is the student's responsibility to maintain these items in the best possible condition. Fines may be assessed against students for material that shows excessive wear, damage, defacing, and for lost items. Legal action may be taken to collect unpaid fines and /or fees.

### DISTRIBUTION AND SALE OF UNAUTHORIZED MATERIALS

Sale of any goods is not permitted in school or on school property unless it is for a District-approved fund-raising project. In addition, all writings, insignia, or pictures on fund raising products are subject to the approval of the School District.

## STUDENT DISCIPLINE

### POLICY

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section MCL 380.11a; MSA 15.4011a of the Revised School Code.

### GUN FREE SCHOOLS POLICY

Under Michigan Law, any student who is found to possess a dangerous weapon in a Weapon-Free School Zone, or who commits arson in a school building or on school grounds, or who commits criminal sexual conduct in a school building or on school grounds shall be expelled from the school district permanently, subject to possible reinstatement. A student who is found possessing a dangerous weapon or who commits arson or criminal sexual conduct in a school building or on school grounds shall be expelled permanently, subject to possible reinstatement. A student thus expelled will be referred to the criminal justice system and the appropriate County Department of Social Services or community mental health agency. Notification of the referral will be provided to the parent, legal guardian, and/or student.

By way of example, but not by way of limitation, a dangerous weapon is: a firearm (i.e., a weapon such as a handgun, rifle, pellet gun, or starter pistol), dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

#### Assault on Another with a Dangerous Weapon in a Weapon-Free School Zone

Public Act 158 of 1994, provides that persons who assault others on school property or in school vehicles with a firearm or weapon are guilty of a felony punishable by one or more of the following: imprisonment for not more than four (4) years, community service for not more than 150 hours, and a fine of not more than \$6,000.

## STUDENT DISCIPLINE

#### Parental Liability for Minors who Commit Weapon-Free School Zone Violations

A parent of a minor who commits a weapon violation is guilty of a misdemeanor if the parent knows of the intended violation and acts to further the violation or fails to report it. The misdemeanor is punishable by a fine of not more than \$2,000 and/or community service for not more than 100 hours or probation.

### PHILOSOPHY OF DISCIPLINE

The purpose of education is to assist every student to acquire the skills, knowledge and habits necessary to become a self-sufficient, thinking member of our democratic society. This includes the learning of not only basic education skills but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning which requires an atmosphere of fairness and equality. This discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as positive, not negative, of helping the student to adjust, and of turning unacceptable conduct into acceptable conduct for these reasons:

1. Discipline must be treated as an individual matter for each student.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including: the student's image of himself/herself, his/her active participation in both curricular and extracurricular activities and the understanding and support he/she receives from parents, teachers, peers and other adults.
3. Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of parents, educators and other school employees should be one of guiding pupils in understanding, establishing and maintaining those acceptable behavioral standards as defined in the *Student Rights and Responsibilities Handbook*.

### ROLE RESPONSIBILITIES IN DISCIPLINE

The Board believes that all concerned with the educational system must be aware of and accept their role responsibilities if a discipline policy is to be successful.

#### Responsibilities of the Student

The student is expected to respect authority. That includes not only obedience to school rules and regulations but also conformance to the laws of the community, state and nation.

Students should respect personal and property rights of fellow students, teachers, administrators and other school personnel. The Golden Rule of “Do unto others as you would have others do unto you,” is a good rule to apply.

#### Responsibilities of the Parent

Under Section 10 of the Revised School Code, parents and legal guardians have the right to determine and direct the care, teaching, and education of their children. Thus, parents are expected and should be willing to cooperate with school authorities and to participate in conferences regarding the behavior, health, attendance and/or academic progress of their children. Parents are subject to the provisions of statutes of the State of Michigan.

#### Responsibilities of the Teacher

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly responsible for maintaining discipline in their classroom and assisting in the maintenance of discipline throughout the building. Such responsibility and authority of any teacher extends to all pupils of the Grand Blanc Community Schools under the assigned supervision of such teachers, and to other pupils so situated as to be subject to the teacher’s control.

Teachers will provide the opportunity for students to learn and understand acceptable behavioral standards within their classrooms. *The Student Rights and Responsibilities Handbook*, with its rationale and implications, will be discussed with the students at the beginning of each school year and after that as necessary. According to the Elliott-Larsen Civil Rights Act of 1976, teachers shall educate students without regard to religion, race, creed, national origin, age, sex, height, weight, familial status, or marital status.

#### Responsibilities of the Counselor

The role of the counselor is to assist the teachers, parents and administrators by counseling students so they have a better understanding of themselves and of the rules as they apply to them. When possible, counselors will work regularly with students whom they must discipline repeatedly to assist them in adjusting to their environment.

#### Responsibilities of the Police Liaison Officer

The Police Liaison Officer is to assist the students, staff and administration in the effective operation of the school. He/she is to serve as a liaison between the school and law enforcement agencies and to provide the following services to the district: classroom presentations, building security, referral agency information, juvenile and adult court referrals, facilitating problem solving, juvenile diversion referrals, investigating criminal activity and school rule violations, verifying residency of district students, and assisting in truancy matters.

The Police Liaison Officer and the district will coordinate information obtained by either the district or law enforcement agencies to better assess and meet the needs of students. The Police Liaison Officer will also coordinate information on athletic code violations with the Athletic Director and his/her designee. Students and parents understand that this information will be exchanged between the school district and the law enforcement agency.

## STUDENT DISCIPLINE

Such information could include records of arrest, detention, or investigation of a student, as well as his/her behavioral and academic records. However, information regarding the results of alcohol or drug tests under the school district's Drug and Alcohol Testing Policy shall not be disclosed to criminal or juvenile authorities unless legally obligated by the order of a court, or by subpoena, which the school district shall not solicit.

### Responsibilities of the Bus Driver

Bus drivers are directly responsible for maintaining order and discipline, as well as implementing and enforcing rules for student conduct on the Grand Blanc Community Schools' buses. If preventive or remedial measures by the driver, such as individual conversations with the student and/or phone calls to parents, do not have the intended effect, bus drivers will obtain assistance from the transportation supervisor and/or building principal.

### Responsibilities of the School Principal & Assistant Principals

The school principal is responsible to the Board of Education through the Superintendent for the effective operation of the school within the guidelines of established Board Policies and School Law. Moreover, he/she is responsible for establishing the climate for discipline within the building which permits good teaching/learning situations to exist, and which evokes the efforts of students and staff to achieve self-discipline.

### Responsibilities of the Transportation Supervisor

The transportation supervisor is responsible for insuring that all transportation personnel will follow disciplinary procedures for bus riders.

## STUDENT DISCIPLINE

### Responsibilities of the Superintendent

The Superintendent is expected to exercise leadership in implementing all necessary procedures, rules and regulations to make effective the *Student Rights and Responsibilities Handbook* of the Board of Education. Whenever appropriate in implementing such procedures, rules and regulations, he/she will enlist the cooperation of the community agencies actively engaged in working with community youth.

### Responsibilities of the Board of Education

The Board of Education, acting through the Superintendent, holds all school employees responsible for the control of pupils while they are legally under the supervision of the schools. The Board of Education will support all personnel acting within the framework of the *Student Rights and Responsibilities Handbook*.

### Review of Student Rights and Responsibilities Handbook

Annually, the Board of Education will appoint a committee composed of administrators, teachers, parents and students for the purpose of reviewing and recommending changes in the *Student Rights and Responsibilities Handbook*.

### DISCIPLINARY ACTION SHORT OF SUSPENSION

Efforts shall be made by the staff to solve disciplinary problems within the school setting.

The following actions are suggestions for dealing with behavioral problems short of exclusion from school. This list does not preclude the use of other methods or approaches that are reasonable and purposeful.

1. Warning - A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
2. Student Conference - A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
3. Parent Conference - A conference involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parent(s). The student may also be involved in a parent conference.
4. Referral to a Resource Agency or Person - Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the solution of a behavioral problem. A referral would normally be made with the cooperation of the student and/or parent(s). Referrals to agencies, including law enforcement, will also be made when required by law.
5. Behavioral Probation - The principal or his/her assistant may place a student on behavioral probation for a specific period of time during which a critical examination and evaluation of the student's progress should take place.

Behavioral probation will be initiated through the use of Behavioral Probation Status Form (Appendix B). There will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation and the length of the probation period. Failure to fulfill the agreement, or a further infraction of school rules during the period of probation, will result in the imposing of further disciplinary action as set forth in the terms of the agreement.

The administrator should notify the parent whenever a student is placed on behavioral probation. Parents will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.

The student may be placed on probation to an administrator with the selection being by mutual consent of the student and administrator. If a consensus cannot be reached, the principal will assign a probation supervisor.

6. Detention - A student violating a school rule or policy may be required to spend a specific period of time before school, after school, during an unassigned class period, or on Saturdays at a specific location assigned by the principal or his/her designated representative. A staff member will actively supervise such detention.
7. Additional Classroom Assignments - A student violating a school rule or policy may have to perform additional classroom assignments in addition to regularly assigned class work.
8. Revocation of Privileges - A student violating a school rule or policy may be denied the privilege of attending non-classroom school functions, activities, events, etc.

## STUDENT DISCIPLINE

9. Alternative Disciplinary Action - Individual schools may offer alternative forms of disciplinary action. Such programs will be defined and described by the building principal.
10. Closed Classes - An administrator may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, disrupts the educational process of the other students in the classroom or when the student has been disrespectful and defiant to the teacher.

A class or classes may be closed pending a parent conference. The conference, with the parent, student, teacher and an administrator present, may be held in lieu of a suspension. The principal or his/her duly authorized agent must ascertain that the misbehavior can best be dealt with through a conference including the student, his/her parent or legal guardian, or other adult designated with authority over the student, and whatever staff would seem appropriate.

The conference should be as soon as can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of that conference, the student will be permitted to return to class unless the administration deems otherwise. In no instance shall a student's class or classes be closed for more than three days.

Should the parent, legal guardian, or other adult designated with authority over the student fail to appear for a conference within three school days of the closing of the student's class or classes, the student shall be returned to class and the school shall officially classify the action as a three-day suspension with appropriate notification sent to all persons concerned.

## STUDENT DISCIPLINE

### TEACHER IMPOSED SUSPENSIONS

Public Act 103 of 1999 adds Section 1309 to the Revised School Code permitting teachers to suspend a student from a class or activity for up to one day. The teacher will send the student to the office notifying immediately a building administrator of the suspension. The student shall not be returned to the teacher's classroom until the passage of one full school day from the time of the student's infraction. The administrator will determine if additional disciplinary action should be taken beyond keeping the student in the office for the remainder of the class period. The teacher will attempt to contact the student's parents/guardian on the day of the suspension to schedule a follow-up conference. A building administrator shall be present at the conference if requested by the teacher or parents/guardian.

A student may receive a teacher imposed suspension for the following:

1. Conduct that interferes with the maintenance of classroom discipline and operations.
2. Persistent violation of classroom rules.
3. Conduct that jeopardizes the safety or welfare of students or teacher.

Examples include, but are not limited to, the following conduct:

1. Throwing objects that can cause bodily injury or property damage.
2. Fighting
3. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students.
4. Violating safety rules as communicated in student handbooks or classroom rules.
5. Failing to comply with directives given by the teacher.
6. Expressing racial or ethnic slurs toward the teacher or another student.

## STUDENT DISCIPLINE

7. Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence.
8. Possessing a laser pointer.
9. Violating district dress code standards.
10. Excessive tardiness.
11. Destroying/defacing school property.
12. Violating computer use policies, rules, or agreements.

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

### Make Up Work - Teacher Imposed Suspensions

Students receiving a suspension from a teacher are governed by the section in the *Student Rights & Responsibilities Handbook* entitled “Makeup Work.” Teachers shall provide students with assignments missed as a result of a suspension they have imposed.

## SUSPENSION FROM SCHOOL

A student may be suspended from school when the student:

1. Violates district or school policies or regulations. These policies or regulations apply to any student who is on school property, who is in attendance at school or any school-sponsored activity or whose conduct anytime or any place interferes with or obstructs the missions or operations of the school district or the safety or the welfare of students or employees.
2. Is guilty of conduct that interferes with the maintenance of school discipline.

## STUDENT DISCIPLINE

3. Is guilty of conduct which, in the judgment of school officials, warrants the reasonable belief that disruption of school operations will likely result.
4. Is guilty of persistent violation of school rules or persistent misbehavior.

Suspension from school may involve any of the following or a combination thereof:

1. Suspension for a period of ten (10) school days or less.
2. Suspension pending investigation.
3. If required, suspension pending emergency manifestation individualized educational planning team meeting (IEPT) or 504 hearing.
4. Suspension pending an expulsion hearing.

Suspension, for purposes of makeup work, is considered an unexcused absence.

### Suspension of Ten School Days or Less

1. A building principal or his/her assistant may suspend a student for a period not to exceed ten (10) consecutive school days for violation of school rules or regulations or gross misdemeanor or persistent disobedience.
2. Prior to making a decision to suspend, the principal or assistant principal shall investigate the situation and assure the student’s right to due process. The following procedure shall be used:
  - a. The principal or assistant principal shall advise the student of the charges against him/her.
  - b. If the student denies the charges, the principal or assistant principal shall explain the evidence against the student and give the student an opportunity to present his/her side of the story.

## STUDENT DISCIPLINE

- c. The investigation by the principal or assistant principal will include a review and assessment from persons with knowledge of the situation.
  - d. At a hearing as described in this subsection, evidence in support of the charges shall be presented by an administrator or the administrator's designee. The hearing is not bound by formal rules of evidence. Disclosure of the identity of students providing information relative to the charges may be limited in accordance with statutes and case law concerning student discipline proceedings.
  - e. If on the basis of this discussion, the principal or assistant principal believes the student is guilty of the misconduct charged, and that suspension is the appropriate penalty under the circumstances, the administrator may suspend the student for ten (10) school days or less.
  - f. In cases where the suspension is for more than five (5) school days, the student shall be informed of his/her right to appeal and informed of the procedure for such an appeal.
3. The Superintendent will be notified in writing of the circumstances and action taken. Attempts shall be made to inform the parents prior to the time the student is separated from the school.
  4. Students suspended from school shall not be allowed to participate in any curricular or extracurricular activities. Students involved in any suspendable offense are ineligible to attend and/or participate in extracurricular activities that day and continuing through the duration of the suspension. Suspension may affect academic performance and grade retention at the middle school and elementary levels.

## STUDENT DISCIPLINE

5. Suspended students may appear on school district property only with the written permission of the building principal.
6. Following suspension, a parent conference may be required as a condition of readmission.

### Suspension Pending Further Investigation

If an offense is committed involving extraordinary circumstances and requires investigation prior to final determination of the appropriate penalty, a suspension may be imposed during the investigation.

### In-School Suspension

At the option of the building principal or his/her assistant, a student may be directed to serve an in-school suspension for disciplinary reasons. The student would spend the period of this suspension in an alternative classroom where he/she will be allowed to continue his/her studies for credit but may not participate in any athletic or extracurricular activities for the duration of the suspension.

1. The option of the in-school suspension will be administered where it is deemed in the best interest of the student and the school.
2. All students who are given the opportunity to attend in-school suspension are expected to complete all assigned work given by teachers. If a student does not complete the work assigned them, they may lose the privilege of in-school suspension.

### Suspension Pending an Expulsion Hearing

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Superintendent may impose a suspension pending the expulsion hearing before the Board of Education.

### EXPULSION FROM SCHOOL

Expulsion is defined as removal of the student from school attendance in the district. Expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance.

The school administration shall recommend the expulsion of a student, or students, to the Board of Education. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s).

Parents shall be informed in writing by the Superintendent or his/her representative of the recommendation to the Board for expulsion, and shall be invited to appear before the Board, with legal counsel, if desired, at the time expulsion is considered.

Authority to expel belongs solely to the Board of Education which is vested with final authority in all cases of expulsion.

The Secretary of the Board of Education shall notify the parent in writing of the decision of the Board to expel.

The student shall be afforded all the rights of due process. The student shall be given all rights and protections afforded under Federal Law, Section 504 of the Rehabilitation Act of 1973.

#### Suspension or Expulsion for Prior Misconduct in Another School District

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student who seeks to enroll in Grand Blanc Community Schools and who has previously been found to have engaged misconduct in another school district which resulted in a long-term suspension or expulsion, or who is alleged by school authorities to have engaged in such misconduct in another school district but withdrew from such school district prior to the misconduct being established, may be subject to suspension or expulsion from Grand Blanc Community Schools. Such student shall be permitted to enroll but shall be held on suspension pending a hearing before the Superintendent or his/her designee.

A student who has been expelled from another school district for criminal sexual conduct, arson, or possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in section 1311 and 1313 of the School Code of 1976, as amended (MCL 380.1311, 1313; MSA 15.41311, 41313) or who is found by the Grand Blanc Community Schools Board of Education to have committed such offense prior to enrollment in Grand Blanc Community Schools shall not be admitted to school in the district except in accordance with Section 1311(5) of the School Code of 1976, as amended (MCL 380.1311(5); MSA 15.41311(5)).

The building principal, with the consent of the Superintendent, shall determine whether the student's prior misconduct is of sufficient gravity that the student's presence in the school represents a threat to the health and safety of students and school personnel, or threatens the educational process in the school.

If the student's presence is deemed a threat, the student will be temporarily suspended from school and the student's parent(s) or guardian will be notified of the following:

1. The prior act of misconduct that is the basis of the building administrator's decision.
2. The building administrator's recommendation regarding the suspension or expulsion of the student.
3. The fact that a hearing will be held before the Superintendent.
4. Time, place, and location and procedures followed at the hearing.
5. The right to appeal an adverse decision of the Superintendent if the Superintendent recommends expulsion under the Appeals Procedure described in this Handbook.

## STUDENT DISCIPLINE

The student and/or his or her parent(s)/guardian may waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion shall be imposed. The District will not include in or with its minutes any personally identifiable information from a student disciplinary hearing that, if released, would prevent the public body from complying with Section 444 of Subpart 4 of Part C of the General Education Provisions Act, 20 USC 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

### APPEALS PROCEDURE

Only out-of-school suspensions of more than five (5) days or recommendation for expulsion may be appealed. Appeals are for the purpose of refuting the charges or penalty based on documentary evidence.

### FAIR TREATMENT PROCEDURES

The Grand Blanc Community Schools Board of Education is committed to treating all students, staff, and parents in the Grand Blanc School District fairly and impartially. The Board is committed to assuring a school and working environment which is appropriate for institutions of learning and which assures the safety and welfare of all.

#### Steps to Address Unfair Treatment

This section describes informal ways that incidents of perceived unfair treatment or harassment might be handled. These are not intended to be all-inclusive nor are any specifically recommended. It is desirable that students, staff, and parents have a chance to make concerns known to the district and to afford the district an opportunity to review these concerns and respond to them.

## STUDENT DISCIPLINE

#### Informal Complaint Options

1. Speak directly to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change.
2. Write a letter to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Make a copy of the letter for yourself and deliver in person, preferably accompanied by someone else as a witness to the delivery of the letter.
3. Meet with a neutral third party to discuss the situation. A discussion of the situation with a third party can help examine other options for addressing the complaint. Following the discussion, a decision as to whether or how to pursue the matter can be made. In choosing a third party with whom to talk, consider whether that person can be trusted to listen sensitively, maintain confidentiality to the greatest extent possible, and have information about the options available for resolving such problems.
4. Request a third party to discuss the problem with the person with whom there is a problem.

Step One - If the problem is not resolved in the informational meetings, the \*Parent Grievance Form (available in school offices) may be completed by the parent and forwarded to the building principal or director.

The principal or director will respond in writing to the parent within five (5) school days of receipt of the written grievance and will forward a copy of the parent grievance and his/her response to the appropriate Central Office staff member.

## STUDENT DISCIPLINE

Step Two - If the parent is not satisfied with the disposition of the grievance at STEP ONE, the parent is to notify the Assistant Superintendent in charge of grievances. The Assistant Superintendent will confer with the principal/director and other staff who may be involved and depending on the findings will either:

- a) provide the parent a written response to the grievance,
- b) suggest in writing to the principal/director a course of action to achieve resolution, or
- c) schedule a meeting with the parent, principal/director, and other staff as considered appropriate to review the matter and to achieve resolution.

Step Three - If the parent is not satisfied with the disposition of the grievance at STEP TWO, the matter may be appealed to the Superintendent. The Superintendent at his/her discretion, shall confer with all parties in an effort to resolve the matter and shall render a decision in writing.

Step Four - If the parent is not satisfied with the disposition of the matter by the Superintendent, an appeal may be submitted to the Board of Education. Depending on the nature of the grievance, the Board will review the matter in either closed or open session, may hear testimony, and will act on the matter. The Superintendent and parents shall be advised in writing of the decision of the Board.

*\* See Appendix J, J.2 and J.3 for Fair Treatment Procedure Forms.*

## STUDENT DISCIPLINE

### Suspension

In cases of suspension of five (5) days or less the suspending administrator's decision will be final.

In cases of suspension out of school, of more than five (5) days, if the suspending official is the assistant principal, the appeal should be directed to the principal. If the principal has had such direct involvement in the case that the principal feels he/she cannot be fair and impartial, the principal shall ask the Superintendent to appoint an administrator to conduct the hearing.

### Expulsion

The Superintendent shall hear an appeal for an expulsion recommendation, prior to the Board of Education hearing. The Superintendent, after hearing all appeals, may decide to support and convey a recommendation for expulsion to the Board of Education.

An expulsion hearing before the Board of Education is the student and parent's opportunity to appeal the Superintendent's recommendation for expulsion. The student/parent may be represented by an attorney at the hearing at his/her own expense. Both parties will have the opportunity to present evidence and witnesses in their behalf consistent with the statutes and court decisions governing student disciplinary hearings.

The hearing is not a court proceeding and court rules other than those stated in this code shall not be enforced at such hearings.

There may be present at a hearing: The principal, the Board of Education attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case. Hearings before the Board of Education may be open or closed to the public based on the desires of the student(s) and/or his/her parents.

At a hearing as described in this subsection, evidence in support of the charges shall be presented by an administrator or the administrator's designee. The hearing is not bound by formal rules of evidence. Disclosure of the identity of students providing information relative to the charges may be limited in accordance with statutes and case law concerning student discipline proceedings.

## STUDENT DISCIPLINE

Only through official action by the Board of Education, may a student be expelled from school.

Within five (5) days of the conclusion of the hearing the decision of the appeal body shall be forwarded in writing to the person or persons initiating the appeal.

### Readmittance Guidelines

Readmittance to Grand Blanc Community Schools will not be considered until twenty (20) school weeks (summer school not included) has passed. Parents may contact the Superintendent's Office to apply for readmission. This process may include (but is not necessarily limited to) a meeting with the Superintendent and building level administrator or designee and may also involve certain conditions such as a behavior contract/plan, communication with outside therapists, court caseworkers, etc. The exception is for students expelled for truancy. These students will be permitted to re-enroll for the semester following his/her expulsion pending a parent, pupil, school personnel conference discussing strategies to assist the pupil with improving his/her daily attendance. If a student is expelled for two consecutive semesters for truancy, he/she will be ineligible to return to Grand Blanc High School for one calendar year.

Students who have been expelled for possession of a dangerous weapon, arson, or criminal sexual conduct will be reinstated according to the provisions of Section 1311 of the Revised School Code, MCL 380.1311(5); MSA 15.41311(5).

## OFF CAMPUS ACTIVITIES

Students are subject to the rules and regulations of this handbook when on any school district property. Like wise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in this Handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this handbook.

## STUDENT DISCIPLINE

### GROSS MISDEMEANOR

Gross misdemeanor, or conduct which constitutes violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) may include, but is not necessarily limited to, the following conduct:

1. Substantially interrupts or interferes with the orderly education of self and/or other students.
2. Jeopardizes the physical and mental health and safety of staff and/or students.
3. Represents willful disregard or disrespect for the constituted authority of the school.
4. Willfully destroys school district property.
5. Disorderly behavior - threatening behavior; making unreasonable noise that interferes with the educational and/or learning environment of others; refusing to comply with a directive to disperse when failing to do so would potentially interfere with the educational or learning environment of others; creating a hazardous or physically unsafe or offensive condition for oneself or others.
6. An unreasonable accumulation of infractions of school rules, none of which by itself is serious enough to warrant suspension or expulsion.

## STUDENT DISCIPLINE

### MAXIMUM PENALTIES FOR INFRACTIONS

The penalties indicated below are the maximum penalties for the listed infractions. In instances of repeat offenses, more than five (5) school days may be given.

#### I. ATTENDANCE AND PUNCTUALITY

Maximum Penalty	Infraction
(5 days)	1. Leaving the school premises or being in restricted areas without authorization during the student's scheduled class hours and/or lunch period.
(5 days)	2. Loitering - the act of prowling or loitering on foot, in a motor vehicle, or in any other manner in or about the school building.
(Expulsion)	3. Truancy - excessive unauthorized absence from school or classes. (Also see #1)

#### II. APPROPRIATE LEARNING ENVIRONMENT

Maximum Penalty	Infraction
(5 days and/or loss credit for course)	4. Cheating - the act of willingly and of knowingly copying or using the work of others and representing it as one's own and/or the act of using books, notes or other materials on a test or assignment without the knowledge or approval of the instructor. Also, the act of willingly and of knowingly allowing another student to plagiarize or copy one's work without the knowledge or approval of the instructor.

## STUDENT DISCIPLINE

### II. APPROPRIATE LEARNING ENVIRONMENT (contd.)

Maximum Penalty	Infraction
(5 days)	5. Defiance of authority - the deliberate and open defiance of the constituted authority of the school.
(5 days)	6. Dissemination of the unauthorized material - the act of distributing unauthorized materials on school property.
(5 days)	7. Dress and appearance - must not be disruptive or present health or safety problems.
(5 days)	8. Forgery/Misrepresentation of Personal Information - the act of fraudulently using in any form the name of another person or otherwise falsifying school records (responding dishonestly to an informational request, falsifying progress reports, attendance notes, hall passes and medical records, [i.e., athletic physicals, immunization records, etc.]).
(Expulsion)	9. Gross misdemeanor
(Expulsion)	10. Elementary & Middle school students - Cell phones, pagers, radios/headsets, tape/CD/MP3/I-POD players, or other related electronic devices or paraphernalia must be turned off upon entering the school building in the morning until the completion of the school day. All devices capable of taking or transmitting pictures or text messages (i.e., cell phones, digital cameras, palm pilots, etc.) shall not be used without specific consent from the building principal or his/her designee.

## STUDENT DISCIPLINE

### II. APPROPRIATE LEARNING ENVIRONMENT (contd.)

Maximum Penalty (Expulsion)	Infraction
	<b>11. High School Only - Cell phones, pagers, CD/MP3 players, radios/headsets, or other related electronic devices may only be used before school, after school, passing time, and during a student's lunch period. These items may not be used at any time during a class period without permission of the building principal or designee.</b>
(5 days)	12. Public display of affection - Behavior which is inappropriate in the school setting or which shows a lack of modesty or tact.
(Expulsion)	13. Rioting, unauthorized demonstrations or assemblies - inciting others to violence or disobedience; to take the role of leadership or to overtly encourage activities which disrupt or interfere with the educational or learning environment of others or the normal educational process of the school.
(Expulsion)	14. Unreasonable accumulation of infractions of school rules or repeated violations of rules, no one of which by itself is serious enough to warrant expulsion.
(Loss of credit and/or denial to take other courses; 10 days)	15. Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

## STUDENT DISCIPLINE

### II. APPROPRIATE LEARNING ENVIRONMENT (contd.)

Maximum Penalty	Infraction
	16. Violation of specific classroom regulations which are consistent with Board of Education policies and administrative procedures.

### III. PROTECTION OF PROPERTY

(Expulsion) - (c)	17. Arson - the willful and malicious burning of the school property.
(Expulsion)	18. Computer / Video / Audio and other electronic trespass* and/or knowing invasion of school/student/staff information and/or accounts.  <i>* Electronic trespass is defined as:</i> <ul style="list-style-type: none"><li>▶ Circumvention of any component of security systems</li><li>▶ Destruction or unauthorized editing of recorded information.</li><li>▶ Use of unauthorized software</li><li>▶ The act of maliciously destroying another person's recorded information, account, disks, video tape(s), audio tape(s), computer program(s) or file(s).</li><li>▶ The act of entering and/or copying another person's recorded information, account, disks, video tape(s), audio tape(s), computer program(s) or file(s).</li></ul>
(Expulsion)	19. False Alarms - the act of initiating a fire alarm, calling 911, and/or initiating a report warning of a fire, bombing or other catastrophe without just cause.
(Expulsion)	20. Fire extinguishers - removing, unnecessarily discharging or damaging fire extinguishers.

## STUDENT DISCIPLINE

### III. PROTECTION OF PROPERTY (contd.)

Maximum Penalty	Infraction
(5 days)	21. Gambling - the act of gambling for money or valuables.
(Expulsion)	22. Misuse of School Resources - School resources are not to be used for the production of inappropriate publications as defined in the <i>Grand Blanc Community Schools' Policy Regarding Distribution of School-Sponsored &amp; Non-School Sponsored Student Publications on School Property</i> [Appendix F]. School resources are not to be used for searching and/or accessing and/or viewing and/or printing and/or publishing material that is deemed "Gross Disrespect" (item #46), "Misconduct" (item #47), "Public Display of Affection" (item #12) and/or "Obscene to Minor" (V. Definition of Terms, F).
(Expulsion)	23. Possession of stolen property - receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled and/or taken without proper authority.
(Expulsion)	24. Theft, burglary, robbery, larceny - the intent, attempt or act of dishonestly acquiring the property of others.

## STUDENT DISCIPLINE

### III. PROTECTION OF PROPERTY (contd.)

Maximum Penalty	Infraction
(Up to 10 days)	25. Unauthorized computer telecommunications and/or Internet access. Students are not allowed use of telecommunications and/or access to the Internet without reading, agreeing to, signing, obtaining parent or guardian signature required for the <i>Grand Blanc Community Schools Telecommunications Use Agreement</i> (AR 6157). Students are to be under reasonable supervision by G B C S staff during all telecommunications and/or Internet access.
(Expulsion)	26. Vandalism - willful destruction of property belonging to others.
(Expulsion)	27. Unauthorized possession, use, distribution and/or duplication of school keys.

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

Maximum Penalty	Infraction
(Expulsion)	28. Parking Lot - driving in a careless, reckless, or negligent manner likely to endanger any person or property.

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

**Maximum Penalty**  
(Expulsion) - (d)

**Infraction**

29. a) Physical assault of student on another student intentionally causing or attempting to cause physical harm to another through force or violence.
- b) Verbal assault of student on another student.
1. Any statement or act, oral or written, which can necessarily be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.
  2. The use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
  3. A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.

(Expulsion) - (e) or (f)

30. Physical assault upon school employees, volunteers, or contractors. Intentionally causing or attempting to cause physical harm to another person through force or violence.

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

**Maximum Penalty**  
(Expulsion) - (d)

**Infraction**

31. Verbal assault against a school employee, volunteer, or contractor.
- a) Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.
  - b) The use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
  - c) A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.

(Expulsion)

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

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

<b>Maximum Penalty</b>	<b>Infraction</b>
(Expulsion)	33. Bullying - intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.
(5 days)	34. Horseplay which may include pushing, shoving, throwing snowballs and/or wrestling.
(Expulsion)	35. Planning or prearranging a fight.
(Expulsion)	36. Bringing in others (including non-students) to assist in a fight.
(Expulsion)	37. Written or verbal slurs which attack or impugn another's personal characteristics.
(Expulsion)	38. Littering in the building and/or on school grounds.
(Expulsion) - (d)	39. Battery - physical threats or violence to persons. (Also see #29 and #30)

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

<b>Maximum Penalty</b>	<b>Infraction</b>
(Expulsion) - (c)	40. Criminal Sexual Conduct (CSC) - the act of committing criminal sexual conduct as referred to in MSA 28.788, et seq; MCL 750.520, et seq; is prohibited and punishable by mandatory expulsion under the Revised School Code.  Criminal sexual conduct includes, but is not limited to, forced sexual intercourse, sexual contact with the victim's or actor's intimate parts, or the act of having sexual intercourse with another under the age of sixteen.
(Expulsion)	41. Extortion, blackmail or coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by threat or force.
(Expulsion) - (b)	42. The act of possessing, selling, using or threatening to use any toy, replica, imitation or facsimile of a device or instrument capable of inflicting bodily injury.
(Expulsion) - (d)	43. Fighting - engaging in hostile physical contact with intent to harm. (Also see #29 #30 and #39)

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

<b>Maximum Penalty</b>	<b>Infraction</b>
(Expulsion) - (c)	44. Firearms, Explosives and Weapons - the act of possessing a firearm or weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile; or any destructive device which includes any explosive, incendiary, or poison gas (a) bomb; (b) grenade; (c) rocket having a propellant charge of more than four ounces; (d) missile having an explosive or incendiary charge of more than one quarter ounce; or (e) mine. Weapons are defined to include: dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles or any object that is used to threaten, harm, or harass another person may be considered a weapon.
(Expulsion) - (c)	45. The act of possessing a weapon, threatening with a weapon, or using an object as a weapon that does not come within the definition of a "weapon" as defined in #44 and the Michigan School Code. This includes, but is not limited to, objects such as BB guns and knives with blades less than three inches.
(Expulsion)	46. Gross disrespect - to insult, call derogatory names, use racial slurs, dishonor or in other manner abuse verbally or physically, any member of school staff or another student (also see #29, #30 and #31).

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

<b>Maximum Penalty</b>	<b>Infraction</b>
(5 days)	47. Misconduct - obscene or profane language, gestures, racial slurs, written or printed materials (including pictures) or conduct which is inappropriate in a school setting.
(Expulsion)	48. Secret societies - the act of participating in a secret society - such as a fraternity, sorority or gang is prohibited. A gang is a non-school sponsored group and/or club which exists without the sponsorship of any recognized adult, community or civic organization, whose purpose and practices include the commission of illegal acts, violation of school rules, establishment of territory or "turf" or any actions that threaten the safety or welfare of others.
(Expulsion)	49. Sexual Harassment - sexual harassment may include, but is not limited to, actions such as the following: a) Sex oriented verbal "kidding or abuse." b) Subtle pressure for sexual activity. c) Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats. (For further clarification see #40 in the <i>Student Rights and Responsibilities Handbook</i> and Grand Blanc Community Schools' Board Policy - Personnel #4500 - Sexual Harassment).

## STUDENT DISCIPLINE

### IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING (contd.)

- (Expulsion) 50. Sexual misconduct - Inappropriate touching of another (or oneself) with or without the other person's permission. Touching that invades the privacy or injures the dignity of another person. Public display of one's genitals, buttocks, or breasts. (*See #40-Criminal Sexual Conduct*)
- (Expulsion) 51. The act of possessing, selling, using, or threatening to use any substance, device or instrument capable of inflicting bodily injury (i.e., mace, pepper gas, live ammunition, cutting tool, etc.).

## STUDENT DISCIPLINE

### V. CONTROLLED SUBSTANCES — DRUGS, ALCOHOL & TOBACCO

- | <b>Maximum Penalty</b> | <b>Infraction</b>   |
|------------------------|---|
| (Expulsion) - (b)      | 52. Distributing and/or selling a product represented as a controlled substance.  |
| (Expulsion) - (b)      | 53. Distributing and/or selling pep pills, inhalants or other chemical agents as described in #55.  |
| (Expulsion)            | 54. Distributing or selling of malt beverages (regardless of alcoholic content) on school grounds or while a student is associated with any school activity. Malt beverages would include those beverages labeled as "non-alcoholic," including but not limited to: Sharp's, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage.              |
| (Expulsion) - (a)      | 55. The inappropriate and/or illegal possession, use or distribution of prescription and/or over-the-counter drugs is prohibited. Prescription medication for personal use shall be allowed only under the supervision of school personnel, with written orders from a physician. State and local ordinances apply to students and employees alike. |
| (Expulsion) - (a)      | 56. Using, possessing or being under the influence of pep pills, inhalants (glue, solvents, markers, etc.) or other unauthorized chemical agents, whether or not a prescription substance.  |

## STUDENT DISCIPLINE

### V. CONTROLLED SUBSTANCES — DRUGS, ALCOHOL & TOBACCO (contd.)

Maximum Penalty	Infraction
(Expulsion) - (a)	57. Possessing a product represented to be a controlled substance.
(Expulsion) - (a)	58. Possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity. Malt beverages would include those beverages labeled as “non-alcoholic,” including but not limited to: Sharp’s, O’Doul’s, Kingsbury Malt Beverage and Zing Malt Beverage.
(Expulsion) - (b)	59. Selling and/or distributing alcoholic beverages, controlled substances (drugs) or drug paraphernalia.
(Expulsion) - (a)	60. Using, under the influence of, or possessing alcoholic beverages, controlled substances (drugs) or drug paraphernalia. (Also see #56)
(Expulsion)	61. Use of Tobacco - the violation of State and school laws on the use, possession, and/or distribution of tobacco products, cigarette lighters/ matches, or other smoking paraphernalia.

## STUDENT DISCIPLINE

### Explanations

- (a) *First offense as described in #55, #56, #57, #58, and #60 will result in a ten (10) day off campus suspension. A referral shall be made to an intake assessment agency as a condition of returning to school. Second offense will result in a recommendation for expulsion. The limit of two such infractions applies to a student’s career while enrolled in the Grand Blanc Schools.*
- (b) *Offenses will result in a recommendation for expulsion (#42, #52, #53, and #59).*
- (c) *Expulsion is mandatory under the Revised School Code( #17, #40, #44, and #45).*
- (d) *Expulsion of up to 180 school days for any student in grade 6 or above (#29, #30, #39, #43). Based on PA 102, 103 and 104, if any of the following occur during a physical assault, the incident will be reported to the police:*
- ▶ *the victim alleges injury*
  - ▶ *the victim is a member of the school staff*
  - ▶ *there is injury to the victim and/or suspect, which requires medical attention*
  - ▶ *the suspect used a weapon during the physical assault*
- (e) *Expulsion - for students in grades 1-5 (#30).*
- (f) *Permanent expulsion - for any student in grades 6 or above. The Board of Education can consider reinstatement after 180 school days (#30).*

*NOTE: The preceding descriptive statements or designations identify the maximum days of suspension or expulsion for offenses listed. Students committing any offense that constitutes a violation of school rules and results in damage, theft, loss or destruction of school property, subject themselves to disciplinary action, financial charge for recovery of loss, and/or legal action.*

## STUDENT DISCIPLINE

### BUS DISCIPLINE

Students who ride school buses to and/or from school or other school related activities are subject to the provisions of the *Student Rights and Responsibilities Handbook*. Appendix A provides guidelines for the behavior expected of students who ride buses.

Buses are equipped with video cameras to deter vandalism and disruptive behavior. Students who violate the transportation rules and regulations will be subject to the following disciplinary procedures:

First Offense of the school year: shall result in the following actions being taken by the bus driver:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian to be signed by student and parent and returned to the bus driver.

Second Offense of the school year (and beyond): - shall result in the following actions being taken by the bus driver or transportation supervisor:

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Bus Conduct Report filled out and the parent's copy sent to the parent and a copy given to the building administrator in a timely manner.

Third Offense of the school year (and beyond): - shall result in one or more of the following actions being taken by the building administrator:

1. A conference between the bus driver and student as well as a conference with the administrator and student.
2. A telephone call or personal conference with parent/guardian. A letter of understanding also will be sent to identify possible consequences of further violations.
3. Detention

## STUDENT DISCIPLINE

4. Loss of up to ten (10) days suspension of bus riding privileges
5. In-school Suspension
6. Suspension from school
7. Recommendation for loss of transportation privileges beyond ten (10) days
8. Recommendation for expulsion from school

While most discipline measures are progressive, in the interest of control and safety on the bus, the following infractions, because of their severity, will forego progression and be treated as if they were a third offense:

1. Behavior of any kind which serves to distract the bus driver and thereby threatens the safety of the bus occupants. Such actions as throwing of objects, screaming or others listed below may result in immediate disciplinary action.
2. Threatening the bus driver
3. Severe group rowdiness and/or fighting
4. Arson
5. Battery (physical violence to persons)
6. Sexual Harassment
7. Fighting
8. Possession of firearms, fireworks, explosives, other weapons
9. Rioting or promoting unauthorized demonstrations
10. Gross disrespect
11. Sale, use, or possession of alcoholic beverages, drugs or tobacco products
12. Theft, burglary or robbery
13. Vandalism

Assault or physical violence to a driver shall result in loss of riding privileges for the remainder of school year.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will deter misconduct and help ensure the safety of students and staff. Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with District policy and regulations.

Parents, students (18 or over), and staff who wish to view directory information in response to disciplinary action taken against a student, or himself/herself, or in response to a security concern may request such access under the procedures set forth in this section:

1. Request for viewing can only be made with the intent to observe a specific problem or situation and work toward a solution/disposition.
2. Request for viewing directory information will be limited to the appropriate or affected staff member, administrator, Board of Education member, parent/guardian or eligible student (18 years of age or otherwise eligible by law), or others deemed appropriate by the director of transportation/building administrator/ superintendent (or designee).
3. Notification to the transportation department to "pull a tape" must be made within 1 or 2 days of the date of recording or disciplinary action as the VCR tapes re-record after 8 hours of taping.
4. Prior to approving a viewing conference, written request must be submitted outlining the specifics for the viewing request.
5. Only the portion of the directory information concerning the specific incident will be made available for viewing.
6. Approval/Denial for viewing will be made in writing within (3) school days of receipt of the written request and so communicated to the requesting individual.
7. Directory information will be made available for viewing within (3) school days of receipt of approval of the request.
8. The appropriate school administrator shall hold a parent, student (18 or over), or employee conference to view the directory information.

### SCHOOL BUS RULES & REGULATIONS

1. Only students eligible for transportation will be permitted to ride the buses. Each eligible pupil will be assigned to use one specific bus and bus stop and will not be permitted to use any other without permission from the Transportation Department.
2. Exception to assigned buses: Passes are for an emergency only and allowable only if seats are available. By state law, buses are limited as to the number of allowable passengers; and it is possible drivers may not be able to honor a pass. A parent/guardian of a student needing a bus pass must contact the Transportation Department (591-8965) and the student's school office in advance.
3. Riding the bus is a privilege and pupils riding buses must obey all rules and regulations.
4. The driver is in charge of the bus and students shall render him/her the same respect and courtesy given a teacher. The driver may assign seats if deemed necessary.
5. While waiting for the bus:
  - a. Get to your bus stop five (5) minutes early.
  - b. Stay back from the edge of the road.
  - c. Stand quietly - respect other people's property.
  - d. Do not push.
  - e. Do not throw objects.
  - f. Stragglers will be left behind as the driver has a schedule to maintain.
  - g. Wait until the bus comes to a stop before attempting to get on.
6. When boarding or leaving the bus:
  - a. Step on and off quickly and quietly.
  - b. No pushing or shoving.
  - c. Watch your step.
  - d. Cross properly in *front* of the bus only.
  - e. Stop before you cross the open road area and look at the driver.
  - f. Beware of passing cars.

APPENDIX A (contd.)

7. While on the bus:
  - a. Do not do anything which distracts the driver's attention.
  - b. Remain seated until the bus stops.
  - c. Keep feet and articles out of the aisles.
  - d. Never throw objects.
  - e. Keep head and arms inside the bus.
  - f. Help keep the bus clean.
  - g. Be quiet when crossing railroad tracks.
  - h. Do not shout, whistle or gesture from the bus windows.
  - i. Eating or drinking on the bus is not permitted.
  - j. Students must sit three (3) in an individual seat when necessary and move over to make room for others.
  - k. Possession, use, or distribution of tobacco is not permitted.
  - l. The rear door must never be opened except in case of an emergency.
  - m. Glass containers are not allowed.
  - n. Electronic devices such as, but not limited to, cell phones, palm pilots, tape/CD/MP3 players, radios/headsets, or other paraphernalia are not to be used/played or operated on the school bus **in a manner that is deemed disruptive to the bus driver.**
  - o. Skateboards, in-line skates, and hockey sticks are not allowed on the bus unless contained in an appropriate carrying case.
  - p. Students cannot bring animals or reptiles on the bus.
8. In case of an emergency:
  - a. Remain calm.
  - b. Listen for the driver's instructions.
  - c. Exit promptly.
9. Spectator bus policies:
  - a. A student must return on the spectator bus unless the parent contacts the administrator personally.
  - b. Spectator buses are for Grand Blanc students and school personnel only.
10. Students who deface the bus in any way will pay for the damage and cannot ride the bus until arrangements have been made to pay for such damage.
11. Students failing to follow the above rules and regulations will be subject to transportation disciplinary procedures. Disregard for the rules and regulations may result in losing the privilege of riding the bus.

APPENDIX B

PROBATION STATUS FORM

In accordance with the Grand Blanc *Students Rights and Responsibilities Handbook*, which states that any student who has been involved in an infraction of school rules may be placed on behavioral probation by the school principal or his duly authorized agent, the following student is hereby declared to be on probation.

- I. Name: \_\_\_\_\_
- II. Description of behavior causing probation: \_\_\_\_\_
- III. Behavior change necessary for release from probation: \_\_\_\_\_
- IV. Terms of probation (extracurricular activities, conferences, reports, etc.) \_\_\_\_\_
- V. Length of probation: \_\_\_\_\_
- VI. Person to oversee probationary progress: \_\_\_\_\_

Student: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Grand Blanc High School  
**ATHLETIC HANDBOOK**

This handbook contains the Grand Blanc High School Athletic Discipline Code and general rules that apply to athletes in addition to those set forth in the *Student Rights and Responsibilities Handbook* adopted by the Board of Education. The material has been prepared for the use of our student athletes and their parents.

In order to participate in interscholastic athletics at Grand Blanc High School, athletes and their parent(s) are required to read the information contained in this document, and sign the cover sheet. These signatures will serve as your agreement to abide by the school district's standards, rules and regulations. Athletes and their parents also will be required to sign an additional form which authorizes testing of the student athlete for alcohol and drugs under the conditions specified elsewhere in this *Athletic Handbook*.

The undersigned parent/guardian and student understand that any information dealing with the arrest, detention or investigation of said student in regard to any criminal matter will be communicated to appropriate school officials.

Athlete: \_\_\_\_\_

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

Athlete's Parent: \_\_\_\_\_

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

**Before You Participate**

1. Are you academically eligible?  
Student athletes must meet specific academic requirements to be eligible to participate in athletics in the Grand Blanc Community Schools.
  - A. A student must have at least a 1.75 grade point average for the past marking period to try out for an athletic team and be eligible for athletic competition.
  - B. Student athletes must have passed at least four (4) classes the previous semester and must be passing four classes during the current semester (MHSAA requirement).

A student who does not attain a 1.75 grade point average at the end of the 4<sup>th</sup> marking period, can become eligible for the first marking period of the following school year by attending summer school, meeting MHSAA requirements and improving his/her grade point average for the 4<sup>th</sup> marking period to a 1.75 grade point average. A student may meet the standard by taking a class(es) with prior approval of the building principal.

Class(es) must be taken from an accredited summer school program. Any questions about a class or summer school program must be referred to the building principal prior to the student enrolling in the class or summer school.

2. Do you have recorded violations of the "Athletic Discipline Code" which would result in losing the privilege of participation?
3. Are you a transfer student? (Records must be updated before eligibility can be granted.)
4. Do you have a current physical exam form on file in the Athletic Office? The exam must have taken place after April 15 of the previous school year.
5. Do you have medical insurance for your student? Parents need to understand that the Grand Blanc School District does not provide medical insurance to student athletes. Parents are responsible for all medical bills related to any injury from athletic participation.

Before investing time, energy and money, it is your responsibility to make sure that there are satisfactory answers to these questions. If in doubt, check with the Athletic Office. All of these items will be checked.

**Attendance Requirements**

1. Athletes must be in school on the day of the event unless participating in a school-approved function. If the athlete is tardy due to illness, he should attend at least three classes to be able to dress for an activity. Athletes must finish the school day before being allowed to dress for an activity. Any other absence on the day of a contest must be approved by the Athletic Director or Principal before the athlete will be permitted to participate in an athletic contest.
2. If an athlete is absent or late the day following a contest, he or she will report to the coach before participating in practice or contests.
3. Refer to *Student Rights and Responsibilities Handbook* for complete details of school attendance policy.

**Athletes Not Completing Season with a Team**

1. An athlete who chooses not to complete the season, subsequent to the normal “tryout period,” may not join another team during that same sport season.
2. If an athlete leaves the team due to injury or illness on a physician’s recommendation and later is certified as capable to participate in athletics, such athlete may rejoin the team, or if mutually agreed upon by coaches involved, join any other team.
3. If the season for an athlete is terminated due to disciplinary action, the athlete may rejoin the athletic program as specified by the *Athletic Discipline Code*.
4. Special circumstances not included in the above items must be cleared through the Athletic Director. Judgment must be given weight when our rules and codes are not clear in special situations.

**Athletic Practice and Vacations**

It must be understood that practice for athletic teams is tightly controlled by beginning and ending dates for seasons, by schedules, and by the need for proper physical conditioning.

If a student cannot attend early practice sessions or must miss part of a season due to vacations, the student must realize that the chance of playing or making the team is greatly reduced. Practice sessions and game/meet schedules cannot be arranged around vacations for individuals. Maintaining proper physical conditioning dictates the need to practice during the various vacations that occur throughout the year. Communication between coach, parent and athlete is strongly recommended in all cases where a missed practice is anticipated.

Coaches will cover the schedule for practice and games/meets at the beginning of a season to avoid misunderstanding. Special permission can be given to miss practice if the coach feels the athlete can maintain physical condition.

**Transportation to Athletic Events**

When transportation is provided by the school district, athletes are required to ride on this transportation to and from these scheduled practices/events held away from the Grand Blanc School District. Exceptions to this policy may be made for sufficient reason if prior arrangement is made in writing through the office of the Athletic Director. Coaches may waive the policy only for valid emergency reasons which arise at a time when the Athletic Director is not available.

When transportation is not provided by the school district, the following should be considered regarding private transportation. The Grand Blanc Community Schools does not accept financial liability or responsibility for volunteer drivers transporting athletes to practices/events. Parents need to assess the risks and benefits of their child driving either themselves/other athletes, or riding with a volunteer driver. The Grand Blanc District does not screen these private driving arrangements. The driver’s insurance is to provide coverage in case of an accident.

**Dual Participation During the Same Season**

In recognition of the fact that dual participation during the same season may cause a hardship on the athlete and his/her coach and/or teammates in either sport, permission to dually participate must be obtained from the Athletic Director. After a thorough investigation of the circumstances, such permission may or may not be granted.

**Student Responsibility for Athletic Equipment**

1. Every student is held responsible for all athletic department clothing and equipment issued to him/her. Any athletic department clothing or equipment that is lost, stolen, or damaged beyond normal wear and tear, must be paid by the student.

2. No student-athlete will be permitted to participate on any athletic team until all previous athletic debts have been paid.
3. The student has the right to appeal to the middle school or high school athletic director any fine issued for just cause (i.e., stolen equipment, parents' inability to reimburse the district due to extenuating circumstances, etc.)

### ATHLETIC DISCIPLINE CODE PHILOSOPHY

The Athletic Department is dedicated to interscholastic athletics as a vital component of Grand Blanc High School education. Athletics will be a positive learning experience for our student athletes if they can recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team is both an honor and a privilege and, as such, carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Grand Blanc High School and its teams, athletes have the obligation to represent themselves in an exemplary manner.

We would have our athletes recognized for the good which they accomplish and made aware of the results of their actions which would be detrimental to themselves or those they represent. They must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior and the use or possession of controlled substance or tobacco, by any Grand Blanc High School athlete at any time cannot and will not be tolerated. This written policy will be administered fairly but strictly.

#### I. Civil or Criminal Law Violations

The Athletic Director\* will make disciplinary decisions in all cases of Civil or Criminal law violations involving other persons (stealing, vandalism, assault, etc.).

Non-victim violations of the Civil or Criminal law, except the use of tobacco, alcohol, and abuse of drugs are to be handled by the Athletic Director only if flagrant and repeated enough to be a community problem.

The Athletic Director will accept, when possible, the recommendation of court officials in handling Civil or Criminal law violations. The suspension options open to the Athletic Director are a twenty (20) calendar day suspension, a one-year suspension, or a permanent suspension from athletic participation. However, the Athletic Director may make special restrictions as dictated by specific cases.

NOTE: Sections II, III, IV, and V deal specifically with alcohol, tobacco and drugs.

*\* At the Middle School, an assistant principal is designated the Athletic Director.*

#### II. Using, under the influence of, or possessing alcoholic beverages, tobacco products, controlled substance (drugs) or drug paraphernalia related to police and/or court action - off campus non-school sponsored activity.

Abuse of controlled substances (i.e., hallucinogens, amphetamines, alcohol, barbiturates or narcotics) by an athlete will be acted upon by the Athletic Director in conjunction with a court office. (See Roman Numeral III for the discipline action to be taken.)

#### III. Using, under the influence of, or possessing alcoholic beverages, tobacco products, controlled substance (drugs) or drug paraphernalia not related to police and/or court action - off campus non-school sponsored activity.

A twenty (20) calendar day suspension from all athletic competition and practice sessions will occur with the first offense for being under the influence of, or possessing alcoholic beverages, tobacco products, controlled substance (drugs) or drug paraphernalia. The suspension takes effect immediately, if in season. If the offense comes with less than twenty (20) calendar days remaining in a season, the suspension will be continued when the athlete's name appears on a team roster for another season or sport. The athlete must complete the season/seasons in order to fulfill his/her suspension obligations. If the athlete does not complete the season or sport, the conditions of the suspension have not been met.

The number of days remaining from the season/sport when the suspension was issued will carry over to when the athlete's name appears on a team roster for another season/sport.

The suspension takes place with the first contracted contest. If the offense occurs during the school year or summer months when an athlete is not participating nor trying out for an athletic team, a twenty (20) calendar day suspension from all athletic competitions and practices will occur. The suspension will begin with the first contracted contest.

If a student does not try out for an athletic team within a calendar year from the date of the offense, the twenty (20) calendar day suspension from all athletic competition and practice sessions will be waived.

It should be noted to athletes that the *Student Rights & Responsibilities Handbook* governs offenses of student athletes at school-sponsored activities, either on or off campus.

IV. Second, third and subsequent violations of the athletic discipline code by an athlete during his/her athletic career

If an athlete has violated the athletic code for a second time, he/she will be suspended from all athletic activities, beginning on the date of the violation, for a period not to exceed one calendar year. (All conditions listed in Part III also apply.)

V. Voluntary Referrals

Coaches shall inform athletes that disclosing information about oneself or a peer can be very helpful. If someone needs help, it is important and safe to seek help. There are two types of voluntary referrals:

Type I - Concern About Another Person

Type II - Self Referral

An athlete is encouraged to make a voluntary referral by contacting a coach in person, by phone, or in writing.

The help begins with the referral being forwarded to a qualified helping personnel.

The important message is that it is not okay to use tobacco and controlled substances. Team captains need to take an active role in supporting chemical-free alternatives and insisting on a team norm of non-use. In both types of voluntary referrals, the coach will get the student help and will not suspend him/her.

Parents of athletes may not necessarily be involved in the instance of a first report. In the event of subsequent referrals, an athlete's parents may be notified.

VI. Other Infractions

No athletic code can cover in writing all violations that could result in disciplinary action on the part of the coach or Athletic Director. Repeated or severe cases of classroom problems can result in athletic discipline, even to the extreme of suspension or removal from an athletic team. Our athletes are expected to conduct themselves as ladies and gentlemen at all times. All squad members must abide by any additional rules or regulations as set forth by the coach. It is recommended that all coaches provide a written copy of these rules to each team member.

Coaches have the right to discipline team members for violation of team rules. Long suspensions or team dismissal should be discussed with the Athletic Director and the athlete's parents. The coach may recommend permanent dismissal from the team, but the suspending official should be the Athletic Director.

VII. Suspension Procedures

All suspensions for drinking, smoking and/or non-police or court related drug abuse will be acted upon by the Athletic Director. Details of the suspension will be shared with the parents of the athlete, coach and athlete. Student athletes will not be permitted to participate in athletic contests or practices the day or days of a designated suspension. This includes athletic, out-of-school, or in-school suspension.

VIII. Due Process

Prior to acting upon a coach's recommendation for a long term suspension or dismissal from athletic competition, the Athletic Director or other administrator shall thoroughly investigate the situation and assure the student's right to due process by:

- A. Conducting an informal hearing with the accused, at which time the accused is presented with the exact charges against him/her and with the supporting evidence.
- B. Accepting information from all persons having knowledge of the situation.

- C. Providing the accused the opportunity to express his/her side of the problem.

The high school administration will afford the same Due Process to the student as in all school-related incidents. The decision of the building principal or his/her designee shall be final.

IX. Review of non-athlete violators who request permission to participate in athletics

A request by a student, who has a background of violations of the *Athletic Discipline Code* to participate in athletics, will be reviewed by the Athletic Director. In a personal interview, the student will be notified of the following stipulations:

- A. The student must not be in violation of the athletic rules beginning with the date of the personal interview.
- B. The recommendation of the high school principal and the student’s counselor must be obtained in writing before the student can begin sports activities.
- C. The student, after trying out and exhibiting abilities proficient enough to meet the team standard for participating, cannot compete in contests until the opportunity is given for written recommendations stating that the student in question is no longer engaged in violations of the *Athletic Discipline Code*.

Recommendations will be received from the following:

1. Each of the student’s teachers
2. The student’s parents
3. An adult of the student’s choice

X. Procedure on Recruitment

When college recruiters come to our school, it will be our procedure not to release athletes from class to meet with them. Such meetings must be scheduled through the Athletic Director. A college representative may wish to visit with the coach first, but his/her next contact must be with the Athletic Director if a conference is desired with a particular athlete. Reputable recruiters will understand and accept this requirement since it is, in fact, the way most high schools operate with regard to recruiting. Our goal is to provide a systematic way for athletes to consider college opportunities athletically and academically.

XI. NCAA Division I & II - Athletic Eligibility

If you are a student who intends to participate in athletics at a Division I or II school, it is your responsibility to check with your counselor to see if you are meeting the initial qualifications of core classes and/or ACT or SAT scores as mandated by the NCAA.

**DRUG TESTING POLICY FOR ATHLETES**

Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Drug: Any substance considered illegal by Michigan Statute or which is controlled by the Food and Drug Administration, including, but not necessarily limited to: marijuana, cocaine, opiates, amphetamines, phencyclidine **and steroids**.

Student Participant: Any high school student participating in athletic activities sponsored in whole or in part by Grand Blanc Community Schools (the “District”).

Collection Site Person: An individual appointed by the District to supervise Student Participants and testing technicians in conducting the District’s Drug and Alcohol Testing Program.

Policy Statement

The District is conducting a mandatory drug testing program for Student Participants. The program has been designed to meet a threefold purpose:

- A. To provide for the health and safety of all Student Participants.
- B. To counter the effects of peer pressure by providing a legitimate reason for Student Participants to refuse to use illegal drugs and alcohol.
- C. To encourage Student Participants who inappropriately use illegal drugs and alcohol to participate in treatment programs.

Procedures for Student Participants

Each student wishing to participate in any athletic program and/or activity and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing or alcohol testing program. Written consent shall be in the form attached to this policy as Appendix C, Exhibit A. No student shall be allowed to participate in any interscholastic athletic program absent such consent.

Student Selection

At the option of the District, all Student Participants may be tested for drug and/or alcohol use at the beginning of the term of their activity. Additionally, during the academic year, random testing will be conducted weekly of all students participating in an athletic program that is being offered during that month. Selection for random testing will be by lottery drawing and 20% of the Student Participants shall be tested in a given month. The Superintendent shall take all reasonable steps necessary to assure the integrity, confidentiality, and random nature of the selection process including, but not limited to, assuring that student names are assigned numeric counterparts, developing an algorithm to generate random numbers that correlate to specific percentage of the Student Participants, and assuring that at least two adults have observed the selection process.

Student Participants may be selected themselves for a "reasonable suspicion" drug or alcohol test if their behavior, physical appearance, speech or body odors provide school officials with specific, contemporaneous, articulable observation of potential drug or alcohol use.

Sample Collection, Integrity and Identity of Specimen

Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, he may be tested on the day of the student's return to school.

Each school where athletic activities are conducted shall have one or more designated collection sites which have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. An independent medical facility may also be utilized as a collection site.

Collection Site: A designated collection site may be any suitable location where a specimen can be collected under conditions set forth herein. A designated collection site shall be a location having an enclosure within which private urination can occur, a toilet for completion of urination (unless a single-use collector is used with sufficient capacity to contain the void), and a suitable clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.

Assigned Testing Time: If the Student Participant fails to arrive at the assigned time, the Collection Site Person shall contact the appropriate administrator on the action to be taken which may include but may not be limited to treating the failure to arrive at the assigned time as a positive test result.

Security: The designated collection site must be secure. The portion of the facility used for testing shall be secured during drug or alcohol testing. The site must be secured by visual inspection to ensure other persons are not present and undetected access (i.e., through a rear door not in the view of the Collection Site Person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. The site must be posted against access during the entire collection procedure and to avoid embarrassment to the person being tested or distraction of the Collection Site Person. The specimen presented shall remain under the direct control of the Collection Site Person from delivery to its being sealed in the mailer. The mailer shall be immediately mailed, maintained in secure storage, or remain under the personal control of the collection site person.

Chain of Custody: A Custody and Control form shall be developed to accompany all samples from the time of collection to their delivery to the laboratory. This Custody and Control form shall be filled out by the person collecting the sample and all subsequent handlers. Realizing that specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory, and that couriers, express carriers, and postal service personnel do not have access to the Custody and Control forms, there is no requirement that such personnel document chain of custody for shipping containers during transit.

Access to Authorized Personnel Only: No unauthorized personnel shall be permitted in any part of the designated collection site where urine specimens are collected or stored. Only the Collection Site Person may handle specimens prior to their securement in the mailing container, or monitor or observe specimen collection under the conditions specified in this section. In order to promote security of specimens, avoid distraction of the Collection Site Person and ensure against any confusion in the identification of specimens, the Collection Site Person shall have only one donor under his or her supervision at any time. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the alcohol or drug testing Custody and Control form has been executed, and the donor has departed the site. If the student is unable to void, he/she will be provided bottled water and is to return to class. They will be given a time to return to the collection site. Failure to provide a proper specimen within a three hour period will be considered a refusal to test and will be treated as a positive test.

Privacy: Student Participants shall be allowed individual privacy unless there is a reason to believe that a particular Student Participant may alter or substitute the specimen to be provided, as further described herein.

For purposes of this section, the following circumstances are the exclusive grounds constituting a reason to believe that the Student Participant may alter or substitute the specimen.

1. The donor has presented a urine specimen that falls outside the normal temperature range (90 - 100 degrees F).
2. The last urine specimen provided by the donor (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L; or
3. The Collection Site Person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (i.e., substitute urine in plain view, blue dye in specimen presented, etc.)

Integrity and Identity of the Specimen: Precautions shall be taken to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine Custody and Control form can identify the Student Participant from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

1. When a Student Participant arrives at the collection site, the Collection Site Person shall ensure that the Student Participant is positively identified as the Student Participant selected for testing (e.g. through presentation of photo identification). If the Student Participant requests, then the Collection Site Person shall show his or her identification to the Student Participant.
2. The Collection Site Person shall instruct the Student Participant concerning the Breathalyzer Test and will administer the preliminary Breathalyzer Test to the student. Many substances, such as mouthwash, can affect Breathalyzer Test results. In the event of an initial positive result, the Student Participant will be given a second Breathalyzer Test following in 15 - 20 minutes. Since most of such substances dissipate in that time, false positive test results can be avoided. The technician administering the follow up Breathalyzer Test shall report those results only to the building principal.
3. To deter the dilution of specimens at the collection site, toilet bluing agent shall be placed in the toilet tanks whenever possible, so the reservoir of water in the toilet bowl always remain blue. If practicable, there shall be no other source of water in the enclosure where urination occurs. If there is another source of water in the enclosure it shall be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.
4. The Collection Site Person shall ask the Student Participant to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the Student Participant's urine specimen. The Collection Site Person shall ensure that all personal belongings such as a purse or book bag shall remain with the outer garments. The Student Participant may retain his or her wallet.

APPENDIX C (contd.)

5. The Student Participant shall be instructed to wash and dry his or her hands prior to urination.
6. After washing hands, the Student Participant shall remain in the presence of the Collection Site Person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any materials which could be used to adulterate the specimen.
7. The Student Participant may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The Collection Site Person shall provide the Student Participant with a specimen bottle or collection container, if applicable, for this purpose.
8. The Collection Site Person shall note any unusual behavior or appearance on the urine Custody and Control Form.
9. The Collection Site Person shall instruct the Student Participant to provide at least 45 ml of urine.
10. Immediately after the specimen has been submitted to the Collection Site Person, the Student Participant shall be allowed to wash his or her hands.
11. Immediately after the specimen has been provided, the Collection Site Person shall measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.
12. A specimen temperature outside the range of 90-100 degrees F constitutes a reason to believe that the Student Participant has altered or substituted the specimen. In such cases, the specimen will be poured into a second container to check the accuracy of the temperature strip. If the second container registers a urine temperature outside the range of 90-100 degrees F, a second specimen will be requested from the Student Participant. If the second specimen is also outside the range of 90-100 degrees F, the test will be considered "positive."

APPENDIX C (contd.)

13. Immediately after the specimen is collected, the Collection Site Person shall also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the urine Custody and Control form.
14. A proper specimen shall consist of a minimum of 45ml. All proper specimens suspected of being adulterated shall be forwarded to the laboratory for testing along with the observed specimen described in 15 below.
15. Both the Student Participant being tested and the Collection Site Person shall keep the specimen in view at all times prior to its being sealed and labeled.

As provided below, the specimen shall be sealed (by placement of a tamper proof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the Student Participant.

16. The Collection Site Person, in the presence of the Student Participant, shall place securely on the bottle an identification label which contains the date, the Student Participant's specimen number, and any other identifying information provided.
17. The Student Participant shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him or her.
18. The Collection Site Person shall enter on the Custody and Control form all information identifying the specimen. The Collection Site Person shall sign the drug testing Custody and Control Form certifying that the collection was accomplished.

Prescription Medication

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected. That envelope will be forwarded unopened to the testing lab with the sample, with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subjected to the actions specified below for "positive test."

Scope of Tests

The testing lab will be instructed to test for one or more illegal drugs or alcohol. The selection of a 5 panel, 6 panel, 10 panel plus extasy with the addition of alcohol will be made by the superintendent. In no event shall that determination be made after the selection of students for testing.

Student participant samples will not be screened for the presence of any substance other than alcohol or an illegal drug, or for the existence of any physical condition other than alcohol or drug use.

Limited Access to Results

The testing lab will be authorized to report results only to the Building Principal or to such person as the Building Principal may designate in the event the Building Principal is absent.

Procedures in the Event of a Positive Result

1. Whenever, after the medical review process, a Student Participant's test indicates the presence *alcohol* or of illegal drugs ("positive test"), the following will occur.
2. The student/parent will be advised by the medical review officer that the split specimen sample may be tested. The split sample will be forwarded to another certified lab for testing. If the split sample fails to reconfirm the presence of the drug indicated, it will be reported as a negative test.
3. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the Building Principal, the student, and the custodial parent or legal guardian.

First Positive Test Result - For the first positive result, the Student Participant will be given the option of participation in an alcohol or drug assistance program and submission to weekly drug and/or alcohol testing for six weeks or ceasing to participate in an athletic activity covered by the drug-testing policy for the remainder of the year.

Second Positive Test Result - For the second positive result in any two consecutive calendar years, the Student Participant will be barred from participation in any athletic activity covered by the drug-testing policy for the remainder of the year.

Third Positive Test Result - For the third positive result in any two consecutive calendar years, the Student Participant will be barred from participation in any athletic activities for the next succeeding two calendar years.

Due Process

Prior to acting on a coach's recommendation for a long term (over 10 days) suspension or dismissal from participating in athletic competition, the administration shall accord the student the rights of due process specifically provided in the Athletic Discipline Code.

Non-Punitive Nature of Policy

No Student Participant shall be penalized academically for testing positive for alcohol or illegal drugs. The results of alcohol or drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of alcohol or drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by the order of a court of competent jurisdiction, or by subpoena, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at the District's earliest opportunity.

**APPENDIX C (contd.)**

**Drug Testing  
Authorization Form**

I understand that my performance as a participant in athletics, and the reputation of my high school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Grand Blanc Community Schools' Board of Education and the coaches for the team of which I wish to be a member.

I also authorize Grand Blanc Community Schools to conduct a Breathalyzer Test and a urine test using a urine specimen which I provide for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Grand Blanc Community Schools per the Drug Testing Policy, and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

Student Signature: \_\_\_\_\_

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

Parent or  
Guardian Signature: \_\_\_\_\_

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

**APPENDIX D**

**MIDDLE SCHOOL & HIGH SCHOOL  
FAMILY VACATION REQUEST FORM**

Dear Parent:

\_\_\_\_\_, \_\_\_\_\_, has requested an  
*(Student's Name)* *(Grade)*

excused absence beginning \_\_\_\_\_ through \_\_\_\_\_  
for a family vacation.

After you have reviewed the following teacher comments, please sign the form. It must be returned to the attendance office prior to the beginning of the vacation. If you desire that your child be assigned work by his/her teacher(s) during this vacation period, you must make this request five (5) days in advance of the absence. If work is requested prior to a vacation, work should be made up within the following timeline: One school day grace period for each day absent up to a maximum of five (5) days.

It is to be acknowledged that absences beyond five (5) school days will be difficult to make up and may severely compromise the student's academic progress.

Upon return to school, it is the student's responsibility to make arrangements with the teacher(s) for obtaining and submitting makeup work.

**STUDENT PROGRESS REPORT**

- |                |                   |
|----------------|-------------------|
| 1. Subject:    | Teacher:          |
| Grade to Date: | Absences to Date: |
| Comments:      |                   |
| 2. Subject:    | Teacher:          |
| Grade to Date: | Absences to Date: |
| Comments:      |                   |
| 3. Subject:    | Teacher:          |
| Grade to Date: | Absences to Date: |
| Comments:      |                   |



**DRIVER EDUCATION  
MINIMUM ACADEMIC STANDARDS**

The School District has established academic standards to participate in a driver’s education course. The participation standard must be the same as the standards approved for interscholastic athletics. High school students which are eligible by age to attend driver education courses offered by the Grand Blanc Community Schools must:

1. Pass at least four classes the semester prior to participating in driver education.
2. Must have earned a 1.75 grade point average the marking period prior to participating in driver education.

A student that does not attain a 1.75 grade point average at the end of the 4<sup>th</sup> marking period can become eligible by attending summer school and:

- Meeting condition (1) listed above.
- Improving grade point average for 4<sup>th</sup> marking period to a 1.75.

Middle school students who are eligible by age to attend driver education courses offered by the Grand Blanc Community Schools must have passed eighth grade with at least a 1.75 grade point average.

**RIGHT TO PUBLISH**

Distribution of School-Sponsored and  
Non-School Sponsored Student Publications on School Property

**I. School-Sponsored Publications**

The District will exercise editorial control over the content and style of school-sponsored or classroom produced publications, theatrical productions and other expressive activities reasonably related to legitimate educational concerns.

School-sponsored publications include those publications and newspapers created and developed as part of the educational curriculum or classroom activity. All publications produced as part of an academic class must have approval of the classroom teacher or sponsor prior to publication and distribution. Additionally, each issue must be reviewed by the Principal prior to publication.

While school sponsored publications will not restrict free expression or diverse viewpoints within the rules of responsible journalism, the administration will have the final decision regarding the appropriateness of any publication.

**II. Non-School Sponsored Student Publications**

Students of Grand Blanc Community Schools may distribute non-school sponsored student publications or unofficial publications on school property during school hours in areas designated by the building principal unless the publications contain expression which:

1. Is libelous;
2. Is obscene for minors;
3. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (i.e., threats of violence, defamation of character of a person’s race, religion, ethnic origin, or other distinguishing characteristics that are deeply offensive and are likely to cause an imminent response by the hearer);
4. Advertises drug paraphernalia, controlled substances, or any product or service not permitted to minors by law;
5. Is pervasively indecent or vulgar (for secondary schools); or contains any indecent or vulgar language (for elementary schools);

6. Presents a clear and present likelihood that, either because of the content or manner of distribution, the publications will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

### III. Time, Place and Manner of Distribution

The distribution of written material shall be limited to a reasonable, time, place and manner as follows: Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways; which prevents or prohibits a student from arriving at class at the scheduled time; which is coercive of any other person's right to accept or reject any publication; or which causes substantial and material interference with "normal school activities" shall not be permitted.

### IV. Procedures

A student wishing to distribute or display non-school sponsored written materials must first present for approval a copy of the materials to one of the following: Principal, Assistant Principal or the Principal's secretary. These materials must be submitted directly to one of the above persons; leaving a copy of the materials on an administrator's desk does not constitute submission for approval.

In addition, the student making the request will complete and sign a request providing the following information:

1. Name, student number, and telephone number of the person submitting the request;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed; and
4. The grade(s) of students to whom the display or distribution is intended.

A copy of the materials to be distributed or displayed, together with the completed request form, must be provided to one of the persons listed above one school day (24 hours) in advance of the desired distribution time. At the time of submission, the student has the right, and is encouraged to, meet personally with the Principal so that the student and Principal may freely exchange views on why the distribution of the student publication may or may not be appropriate. The student or his representative may support his case for distribution with relevant witnesses and/or materials.

In determining whether a student publication is disruptive, the following factors will be considered by school personnel; past experience with similar material; past experience in dealing with and supervising students; current events influencing student attitudes and behavior; any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the publication in question.

The Principal or his representative shall render his decision to approve or disapprove the distribution of the publication in question and notify the student of the decision within one school day of submission. If approval to distribute is not granted, the Principal or his representative shall state his reason to the student in writing.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the office to which he/she submitted the materials to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response to the request, the material may be distributed in accordance with time, place and manner provision in Section II of this policy.

If the student is dissatisfied with the decision of the Principal or his representative, the student may appeal this decision. The appeal from the Principal's decision may be taken by notifying the Superintendent, either orally or in writing, within two (2) school days of the Principal's decision, of the student's desire to appeal to the Superintendent.

The Superintendent shall render a decision to approve or disapprove the distribution of the publication in question and notify the student of his reasons in writing within three (3) school days of the student's appeal. If the student has not received a response from the Superintendent within three (3) days, he/she shall contact the Superintendent's Office to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response by the Superintendent, the material may be distributed in accordance with the time, place and manner provisions of Section II of this Policy.

If the student is dissatisfied with the decision of the Superintendent, the student may appeal this decision to the Board of Education. The appeal from the Superintendent's decision may be taken by notifying the secretary of the Board, either orally or in writing, within two (2) school days of the Superintendent's decision of the student's desire to appeal and the desire for a hearing before the Board of Education.

A hearing date must be established within ten (10) days after receipt of the notice of appeal has been filed with the Secretary of the Board, and the Board shall render its decision in writing within three (3) school days of the hearing.

At every level of the above process, the person submitting the request shall have the right to present the reasons supported by relevant witnesses and evidence as to why distribution of the written material is appropriate. Moreover, while Grand Blanc Public School anticipates that all issues can be resolved satisfactorily for both students and the School District, all students are advised that they have the right to pursue any and all matters through the legal system.

Permission to distribute materials does not imply approval of its contents by either the School District, the Administration of the School District, the School Board, or the individual reviewing the material submitted.

V. Definitions of Terms

- A. "School day" means any day during the regular school year or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays and official school holidays.
- B. "Publication" means any book, magazine, pamphlet, newspaper, yearbook, flier, petition, picture, photograph, drawing, button, badge, insignia or any other written or printed matter. Publication also includes any visual representation of a faculty sponsor.

- C. "Distribution" means circulation or dissemination of the student publication to students at the time and place of normal school activity, or immediately prior to or subsequent to normal school activity, by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication or displaying the material in areas of the school building or property which are generally frequented by students. In dealing with material which is "obscene" or "libelous," the term "distribution" refers to dissemination of one or more copies; in dealing with all other types of material, the term "distribution" refers to a substantial circulation or dissemination of the student publication so as to make the student publication generally available to the students of the school.
- D. "Normal school activity" means organized educational activity of students sponsored by the school and under the direct supervision of a member of the school staff. Normal school activities include by way of example and not by way of limitation the following: classroom work; library activities; physical education classes; official assemblies and other similar gatherings; school athletic contests; band concerts; school plays; scheduled-in-school lunch periods.
- E. "Minor" means any person under the age of 18 years.
- F. "Obscene to minor" means that an average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; that the publication depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom such distribution is requested, such as conduct describing intimate sexual acts; and that the work taken as a whole lacks serious literary, artistic, educational, political or scientific value for minors.
- G. "Libel" is the false and unprivileged (unprotected by immunity) statement, publication in writing, or printing of pictures, effigies or other fixed representations to the eye which exposes a person to public hatred, contempt, or ridicule which causes him to be shunned or avoided, has a tendency to injure him in his occupation, harm the individual's reputation or lower him in the esteem of the community.

When the publication concerns “public officials,” (i.e., those who hold government office) or “public figures,” (i.e., those who by reason of the notoriety of their achievements, employment, or by reason of the vigor and success with which they seek the public’s attention) the defamatory falsehood must be made with “actual malice” (i.e., with knowledge that it was false or with reckless disregard of whether or not it was false) in order to be libelous.

H. “Material and substantial disruption” of a normal school activity means:

1. Where the normal school activity is an educational program of the School District for which student attendance is compulsory, any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including for example and not for limitation, school athletic events, plays, concerts, lunch periods), “substantial disruption” means student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity. Material that simulates heated discussion or debate does not constitute the type of disruption prohibited herein.
3. In order for a student publication to be considered disruptive, there must exist specific articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial and material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to affirmatively show substantial facts which reasonably support a forecast of likely disruption.

VI. Disciplinary Action

Distribution of the student publication during the period of initial review by the Principal or his representative; after a negative decision by the Principal or his representative; or during the period of appeal, shall be sufficient grounds for disciplinary action of the student by the Principal in accordance with the procedures set forth in the *Student Rights & Responsibilities Handbook*.

VII. Notice of Policy to Students

A copy of this Policy will be published in student handbooks and posted conspicuously in school buildings.

VIII. Constitutional Guarantees

In exercising the right of prior review, school personnel shall be guided by the following guarantees and definitions. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. It is the responsibility of the school and its staff, while establishing the kind of environment which is necessary for an orderly program of classroom learning, to ensure that the right of students to express themselves freely shall not be infringed upon at the same time. Distribution of student publications shall not be prohibited because they contain the expression of unpopular, critical, controversial, tasteless or offensive ideas.

APPENDIX G

SAFE SCHOOLS INCIDENT REPORT

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_
School \_\_\_\_\_ Referring Person \_\_\_\_\_

Reportable Incidents

- Armed student or hostage
Suspected armed student
Weapons on school property
Death or homicide
Drive-by shooting
Physical/verbal assault (fights)
Bomb threat
Bomb threat call checklist
Explosion
Arson
Sexual assault (criminal sexual conduct)
Robbery or extortion
Unauthorized removal of student
Vandalism or destruction of property
Illegal drug use or overdose
Minor in possession of alcohol or tobacco products
Intruders
Drug possession or drug sale
Bus incident & accident
Larceny (theft)
Threat of suicide
Suicide attempt

Nature of Incident (include site of incident):

\_\_\_\_\_

Results (corrective action taken):

\_\_\_\_\_

\_\_\_\_\_

Reported to Police

This form completed by:

Received by Police/Title/Date

Principal's Signature/Date

APPENDIX H

STUDENT TELECOMMUNICATIONS USE AGREEMENT

(Signed yearly)

Acceptable Use

- The purpose of (the District-provided Internet - per District's Attorney) access (to telecommunications - per Administration Technology Coordinator) is to facilitate communications in support of research and education.
To aid in limiting access to materials that are inappropriate for minors, such as pornography, obscenity, and other materials harmful to minors, the District has employed the use of filtering devices to bar access to such materials.

Privileges

- Computers, disks, printers, and all resources, including the Internet, are to be used in an appropriate manner and only for educational purposes.
Access is a privilege, not a right. Access entails responsibility. Therefore, any unauthorized use may result in the cancellation of privileges and/or disciplinary action.
The administration and faculty of Grand Blanc Community Schools may request the system administrator to deny, revoke, or suspend student user access for inappropriate behavior relative to use of its telecommunications resources.
Polite, acceptable and appropriate language is required at all times.
Illegal activities are strictly forbidden.
Do not reveal personal information such as addresses, telephone numbers, or other personally identifiable information of students, colleagues, or yourself.
The system administrator(s) will deem what is inappropriate use and his/her decision will be final.

**Network Etiquette**

- Use of e-mail, educational chat rooms, and/or other forms of direct electronic communications is subject to administrative approval and requires teacher supervision and monitoring. Accessing or engaging in non-educational chat and talk sessions or other non-educational electronic communications is prohibited. Unauthorized use may result in the cancellation of privileges and/or disciplinary action.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the proper authorities and/or agencies.
- Do not use the network in a way that disrupts the use of the network by other users.
- All school computers are the exclusive property of Grand Blanc Community Schools, and the District may access and/or seize any information contained therein at any time and without notice. Consequently, students should have no expectation of privacy when using school computers.
- Plagiarism, trespassing, violations of privacy or safety, and all infractions described in the Student Rights and Responsibilities Handbook also apply to computer use and will be dealt with by the Administration.
- Please be advised that any off campus computer use or activity that results in or presents a significant likelihood of causing a material and substantial disruption of the proper and orderly operation of the school district will be subject to discipline in accordance with the penalties set forth in the student handbook and/or use policy.

Grand Blanc Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Grand Blanc Community Schools specifically denies any responsibility for the accuracy or quality of information obtained through telecommunication sources.

**Security**

Security on any computer system is high priority, especially when the system involves many users. If a student user believes he or she has identified a security problem on the system, he or she should immediately notify a teacher or system administrator(s). Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. To do so will result in cancellation of user privileges. Attempts to log on to any network as a system administrator will also result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the system. Hacking or any attempt to

otherwise compromise system security is strictly prohibited and will result in the cancellation of privileges and/or disciplinary action.

**Vandalism**

Vandalism will result in cancellation of privileges and/or disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user, agency, Internet, or any other network. This includes, but is not limited to, the uploading of creation of computer viruses.

**Reporting Requirements**

Please be advised that Grand Blanc Community Schools will comply with any and all state and federal reporting requirements and that actions which may constitute a violation of law will be reported to the appropriate authorities and/or agencies.

**GBH-TV Comcast Channel 18**

GBHTV/Channel 18 is intended to provide information, educational resources, and school taped assemblies and events to the Grand Blanc Community. I have read, understand and will abide by the Telecommunications Use Agreement. I further understand that violations of the regulations may constitute a criminal offense and will be reported to the proper authorities and/or agencies. Should I violate any of the terms of this agreement, my access to privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Section**

As the parent or guardian of the above-named student, I have read the Telecommunications Use Agreement. I understand that computer access is provided for my child for educational purposes and that Grand Blanc Community Schools has taken precautions to eliminate access to inappropriate material, such as pornography. Through GEN-NET, our link to the Internet, a content filter is utilized and is updated regularly. However, as a parent, I also recognize it is impossible for Grand Blanc Community Schools to restrict all access to such materials and I will not hold the school district responsible for unapproved materials my child may acquire through electronic sources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to telecommunications access for my child and I understand it may be revoked if the acceptable use standards are violated. I certify that the information contained on this form is correct.

APPENDIX H (contd.)

As a parent or guardian of this student, I understand he/she may appear in videos, **brochures, or other publications** produced by the school system. Examples could be classroom activities, athletic contests, assemblies, or similar events. **Your child's image may** be broadcast over the district's cable channel (GBH-TV Comcast Channel 18), video streamed on the district's website, or may be placed **in brochures, publications, or the local newspapers. These will be utilized** to inform students, parents and other members of the Grand Blanc Community about their school system. The ownership of video productions **and printed publications** resides with the Grand Blanc Community Schools.

Print Parent /Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

SAMPLE

APPENDIX I

FAIR TREATMENT CONCERN FORM

Name of Person \_\_\_\_\_

Submitting Concern: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

STATEMENT OF CONCERN *(please provide documentation supporting your concern):*

SAMPLE

RELIEF SOUGHT:

\_\_\_\_\_  
*Signature of Person Filing Concern*

Signature Indicating  
Receipt of Concern Form:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*(This form is available in the school office.)*

FAIR TREATMENT CONCERN FORM

TO: \_\_\_\_\_

Your concern filed \_\_\_\_\_ has been reviewed by  
Date  
\_\_\_\_\_ and a determination has been  
Person Reviewing Concern

made as follows:

SAMPLE  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Per the *Student Rights & Responsibilities Handbook*, this response is (please check (✓) appropriate area):

- \_\_\_\_\_ Step One
- \_\_\_\_\_ Step Two
- \_\_\_\_\_ Step Three
- \_\_\_\_\_ Step Four

Signature Indicating  
Receipt of Concern Form:

Signature \_\_\_\_\_ Date \_\_\_\_\_

(This form is available in the school office.)

FAIR TREATMENT CONCERN FORM

TO: \_\_\_\_\_

I have reviewed the disposition of my concern filed on \_\_\_\_\_  
Date  
and your response on \_\_\_\_\_. I would like to appeal your  
Date  
disposition to the next level as noted in the *Student Rights & Responsibilities Handbook*.

REASON FOR APPEAL:

SAMPLE

Signature of Person Filing \_\_\_\_\_ Date \_\_\_\_\_  
Concern/Appeal

Appeal Form Received By:

Signature - Title/Position \_\_\_\_\_ Date \_\_\_\_\_

(This form is available in the school office.)

APPENDIX J

CHRONIC ILLNESS DOCUMENT

TO BE COMPLETED BY PARENT/GUARDIAN

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_
PARENT NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_
ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

Please release appropriate medical information to Grand Blanc Community Schools for the above named student. I authorize school personnel, the Genesee County Public Health Nurse, and the doctor indicated below to share pertinent health information.

PARENT'S/GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE COMPLETED BY PHYSICIAN (Physician Recommendation/ Plan of Care)

To provide for the student's ongoing education, the following information is needed from the physician:

- 1. The above named student has been under my medical care since \_\_\_\_\_
2. My diagnosis indicates the student's illness is \_\_\_\_\_
3. The student should be excused from school when experiencing the following symptoms: \_\_\_\_\_
4. It is recommended that the school do the following if the student experiences these symptoms during the school day \_\_\_\_\_
5. The student could be expected to miss in the range of \_\_\_\_\_ day(s) per week for this condition. If the student's absences exceed this expectation, the school should inform the doctor.
6. When the student misses school for any period of time due to this chronic illness, the following will be expected of the student.

PHYSICIAN'S SIGNATURE: \_\_\_\_\_ PHONE#: \_\_\_\_\_ DATE: \_\_\_\_\_

TO BE COMPLETED BY SCHOOL ADMINISTRATOR

\_\_\_ Approved \_\_\_ Not Approved
\_\_\_ Needs Yearly Update \_\_\_ Does Not Need Yearly Update

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(This form is available in the school office.)

APPENDIX K

DISCRIMINATION GRIEVANCE PROCEDURE

Section I

If any person believes that the school or any of the school's staff have inadequately applied the regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, or Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act, or Americans With Disabilities Act, he/she may bring forward a complaint, to the Board appointed Civil Rights Coordinator: Director of Personnel, Administration Building, 11920 S. Saginaw Street, Grand Blanc, MI 48439 (810-591-6001). This complaint procedure is provided for a prompt and equitable resolution of a complaint.

Section II

Upon request, the District's Civil Rights Coordinator will investigate all complaints in accordance with this procedure. A copy of each of these acts and the discrimination report form may be found in the coordinator's office.

The person who believes they have been discriminated against shall disclose the complaint and give the completed complaint to the school Civil Rights Coordinator who shall in turn investigate the complaint and reply with an answer to the complaint.

Step 1 A written statement of the complaint signed by complainant shall be submitted to the school Coordinator within ten (10) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters and reply in writing to the complainant within ten (10) business days.

Step 2 If the complainant wishes to appeal the decision of the Civil Rights Coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within ten (10) business days after the receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**APPENDIX K (contd.)**

Step 3 If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the school Board of Education within ten (10) business days of his/her receipt of the superintendent's response in Step Two. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within forty (40) 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 complainant may file a complaint with the Office of Civil Rights in Cleveland at anytime.