



ELEMENTARY
STUDENT HANDBOOK
2023-2024

Board of Education
Approved
August 28, 2023

NOTICE OF NON-DISCRIMINATION

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height, weight or marital status in its programs, services or activities.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Inquiries related to discrimination on the basis of disability should be directed to:

Executive Director of Student Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson street
Grand Ledge, MI 48837
517.925.5410

Direct all other inquiries related to discrimination to:

Director of Human Resources
Grand LEdge Public Schools
Central Office, Room 110
220 Lamson Street
Grand Ledge, MI 48837
517.925.5406

*See Appendix F and Appendix G for further Civil Rights information.

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WELCOME TO THE GRAND LEDGE PUBLIC SCHOOLS

We want each student to experience success in our schools. Our students and parents/guardians are expected to read this handbook to be aware of the rights, regulations and responsibilities of being a student at your school. This student handbook is your copy to reference throughout the school year.

GRAND LEDGE BOARD OF EDUCATION

COMMITMENT TO EXCELLENCE

GRAND LEDGE PUBLIC SCHOOLS VISION STATEMENT

“Grand Ledge Schools will provide every student a high-quality education, critical thinking skills, and social development to reach their highest potential in a safe and inclusive environment.”

GRAND LEDGE PUBLIC SCHOOLS MISSION STATEMENT

“Growing Learners, Preparing Students (GLPS)”

DISTRICT INSTRUCTIONAL VISION

Grand Ledge Schools shall achieve successful results for all students in all classrooms promoting literacy, critical thinking skills, developing personal talents, and encouraging respect and responsibility.

BOARD OF EDUCATION

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The Grand Ledge School District is an equal opportunity employer and does not discriminate in its educational policies or practices on the basis of age, race, color, national origin, gender/sex, sexual orientation, disability, height, weight or marital status of any individual.



Grand Ledge Public Schools 2023-2024 Student Calendar



August 29, 2023	Open Houses Elementary (K-4) -- 5:30 - 7:00 PM Intermediate (5-6) -- 4:30 - 6:00 PM Middle (7-8) -- 4:30 - 6:00 PM High (9-12) -- 4:30 - 6:00 PM
August 30, 2023	Students Begin School - ½ Day
September 1 - 4, 2023	No Students - Labor Day Weekend
October 4, 2023	STUDENT COUNT DAY
October 10, 2023	High School Conferences (4:30 - 7:30 PM)
October 12, 2023	High School Conferences (4:30 - 7:30 PM)
October 16, 2023	½ Day for Students
November 3, 2023	End First Trimester (K-6)
November 6, 2023	Begin Second Trimester (K-6) Elementary (K-4) Conferences (5:00 - 8:00 PM) Intermediate (5-6) Conferences (4:00 - 7:00 PM) Middle School (7-8) Conferences (4:00 - 7:00 PM)
November 8, 2023	Intermediate (5-6) Conferences (4:00 - 7:00 PM) Middle School (7-8) Conferences (4:00 - 7:00 PM)
November 9, 2023	Elementary (K-4) Conferences (5:00 - 8:00 PM)
November 10, 2023	½ Day for Students Elem., Inter. & Middle School Conferences, After Lunch for 3 hrs.
November 17, 2023	½ Day for Students End First Trimester (7-12)
November 20-24, 2023	No Students - Thanksgiving Break
November 27, 2023	Classes Resume Begin Second Trimester (7-12)
December 22, 2023 - January 5, 2024	No Students - Winter Break
January 8, 2024	Classes resume
January 15, 2024	No Students - Martin Luther King Jr. Day
January 23, 2024	High School Conferences (4:30 - 7:30 PM)
January 25, 2024	High School Conferences (4:30 - 7:30 PM)
February 14, 2024	STUDENT COUNT DAY
February 16, 2024	½ Day for Students
February 19, 2024	No Students - Presidents' Day
March 8, 2024	End Second Trimester (K-6)
March 11, 2024	Begin Third Trimester (K-6)
March 12, 2024	Elementary (K-4) Conferences (5:00 - 8:00 PM) Intermediate (5-6) Conferences (4:00 - 7:00 PM) Middle School (7-8) Conferences (4:00 - 7:00 PM)
March 13, 2024	Elementary (K-4) Conferences (5:00 - 8:00 PM)
March 14, 2024	Intermediate (5-6) Conferences (4:00 - 7:00 PM) Middle School (7-8) Conferences (4:00 - 7:00 PM)
March 15, 2024	½ Day for Students Elem., Inter. & Middle School Conferences, After Lunch for 3 hrs.
March 18, 2024	End Second Trimester (7-12) Begin Third Trimester (7-12)
March 22 - March 29, 2024	No Students - Spring Break
April 1, 2024	Classes Resume
April 30, 2024	High School Conferences (4:30 - 7:30 PM)
May 2, 2024	High School Conferences (4:30 - 7:30 PM)
May 20, 2024	½ Day for Students
May 24, 2024	Seniors (Class of 2024) Last Day; other students continue to June 14
May 27, 2024	No Students - Memorial Day
June 7, 2024	GLHS Class of 2024 Graduation @ MSU Breslin Center (7:00 PM)
June 14, 2024	½ Day for Students / Last Student Day End of Third Trimester (K-12)

Revised: June 21, 2023

ACADEMIC SERVICES

Academic Distance Learning Option for the 2023-2024 School Year

Grand Ledge Public Schools will offer a distance learning option for grades 7-12, staffed by Grand Ledge Public Schools teachers, for the 2023-2024 school year.

1. All traditional seated courses may be held virtually. Students requesting a fully virtual course option must indicate interest during the regular scheduling process. All virtual courses will follow section 5-0-A of the pupil accounting manual.
2. The handbook and code of conduct apply, when appropriate, in distance learning circumstances as in person. Additional distance learning procedures will be communicated by the distance learning team.
3. Distance learning is a method of receiving academic instruction in courses in which the pupil is registered, and the courses are taken through a digital learning environment. Distance learning mirrors in person learning in all ways, except the instruction is received offsite. The delivery of instruction may incorporate a combination of software, technology, and the internet. High school students can earn credits toward their diplomas with virtual courses.
4. (BEAGLE ONLY) Distance learning students in grades 7-8 will take 5 courses instead of 6, to mirror the high school schedule instead of the middle school schedule.

Academic Student Standards

Goal 4.1 of the Strategic Plan states that Grand Ledge Public School shall provide its students with a versatile, flexible and safe learning environment that enables individuals to develop their talents and become:

- A self learner
- A collaborative worker
- A quality producer
- A community contributor

Field Trips

Field trips offer our students an opportunity to examine and experience how learning can be connected to outside the classroom. Field trip experiences are directly connected to grade level curriculum, building school improvement activities and the development of citizenship and social skills. Students representing Grand Ledge Public Schools on field trips will leave a positive impression on the visit. Inappropriate behavior will not be tolerated on the field trips. Unacceptable in-school behavior may prevent the student from attending field trips. Permission slips are sent to parents/guardians for their signature, the slip will explain the purpose, location and cost of the field trip. Students who have not returned their signed permission slips will not be allowed to attend field trips.

Homework

School and homework assignments are the responsibility of the student and teacher. If a student is absent from school or has missed a class for any reason, the student is responsible to contact the teachers regarding work missed. All work missed must be made up according to the building procedures. Parent requests for homework will require a 24-hour notice to the Attendance Office. Homework assignments will be available for pick up the next day at the end of school.

The student's responsibilities with each teacher are to:

- Accept full responsibility for completing homework.
- Complete homework assignments on time.
- Ask for clarification of homework assignments.
- Request help and make arrangements for assistance with homework assignments.
- Arrange for making up missed homework assignments.
- Manage time to ensure that homework receives the priority it deserves.
- Have all material and resources for timely homework completion.

Physical Education

All children need to bring T-shirts with their first names printed on the front of the shirt and their last names printed on the back of the shirt. Clean gym shoes are important and **MUST** be worn during gym class.

Recess

Elementary school students are expected to participate in ALL curricular activities each day, including outdoor recess activities. All children go outdoors for recess unless it is raining or zero wind chills. Parents are asked to dress children appropriately for weather conditions. Deviations for student participation will be considered by the principal on an individual basis. The principal will attempt to contact the parent by telephone on the day requested to explain the decision if the individual request is not approved. Non-participation may be approved by the building principal on an individual basis upon receipt of appropriate written documentation from medical personnel.

Reproductive Health Education – State Mandate

The Grand Ledge Board of Education has established a program of instruction in substance abuse, HIV/AIDS, and reproductive health education. Reproductive health education is offered at the elementary level in the fifth grade. By law, you have the right to excuse your child from participation in the lessons which include reproductive health. Parents/guardians will be notified by letter prior to the start of the reproductive health unit. Every student will be required to return the letter indicating parent consent in order to participate in the reproductive health unit. Any parent/guardian not wishing their student to participate in the reproductive health unit will have the opportunity to request an alternative educational opportunity. According to P.A. 226 of 1977, you have the right to review the material to be used in these courses. Our local Board of Education, in compliance with the statute, has made the materials available for your review. If you wish to do so, please contact the building Principal. P.A. 335 of 1993 amends the School Code by allowing the teaching of abstinence. We have a yearly review of changes in reproductive health education or HIV/STI education curriculum through the Comprehensive Health Education Advisory Committee. Parents/guardians are allowed to observe classes in which reproductive health education and HIV/STI education is covered. Parents/guardians need to call the building Principal to make time arrangements for both preview of materials and visitations to class. If parents wish to exercise their rights to excuse their child without penalty from instruction in reproductive health, they are to provide a written notice to the building principal by September 30 of each school year.

Specialized Program - Special Education

The Grand Ledge Public Schools offer a full continuum of Special Education Support Services from categorical programs to consultant services. To receive services students must be referred, tested by a school psychologist, and found eligible under the "Individual Disabilities Education Act" (I.D.E.A.) at an Individualized Education Program (I.E.P.) meeting. Students are then supported in the least restrictive environment possible to maximize their potential learning ability. For further information, call the Executive Director of Student Services at (517) 925-5410.

Specialized Programs (Section 504 of the 1973 Rehabilitation Act)

It is the intent of the Board of Education to provide free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability. It is further the intent of the district to ensure that each student with a disability, within the meaning of Section 504 of the Rehabilitation Act of 1973, is identified, evaluated and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.

Under this law, teachers' responsibilities include:

- Attending meetings to discuss the student's handicap and educational needs.
- Collaborate with the parents/guardians, student (optional), and administration, to develop reasonable accommodations for the student.
- Carry out the developed accommodations.
- Grant or deny credit, based on the student's accommodations and ability to perform, not on the classroom curve or general criteria.

- Maintain student confidentiality in regard to the student's handicap and accommodation plan.

What is a 504?

Students are eligible for Section 504 protection if they have a physical or mental impairment that substantially limits one (1) or more major life activities. Referrals are made by teachers and administrators for accommodations or services at the building level, based upon the handicapping condition identified **outside** the Student Services program. Possible 504 eligibility can be ADD/ADHD, chemical dependence, gross obesity, alcohol dependence, hemophilia, broken limb, asthma, allergies, and AIDS if they have a physician's record or are regarded as having such an impairment.

An accommodation plan must be written. These plans are administered by the designated building administrator by setting up a meeting with the teaching team, parent/guardian, and counselor designee. The actual plan can be written by the building counselor and/or teaching team. The plan is kept on file in the designated building office. Follow-up meetings on student progress will be determined.

The School District has internal grievance procedures to investigate and resolve alleged violations of Section 504. Concerns can be addressed to the building principal who will discuss with the Executive Director of Student Services, who is the designated grievance officer.

Homebound/Hospitalization Responsibilities in Relation to Section 504

- Attend meetings to discuss the student's homebound program.
- Adjust curriculum and assignments to accommodate a homebound student.
- Coordinate the program with a homebound or hospital teacher.
- Provide materials, assignments and tests for the homebound student to be returned to the homebound teacher in a **timely** manner.
- Evaluation of all assignments and tests.
- Grant or deny credit based on the homebound program, not on the general classroom criteria.

Student/Pupil Progress Reporting

There are three formally scheduled reporting periods planned annually. Two of these are Parent/Guardian/Teacher Conferences, one scheduled in the fall and one in the spring. Dismissal times during conferences may vary. Please refer to your school newsletter. Parent/Guardian/Teacher Conferences are an opportunity for the parent/guardian and teacher to discuss the child's academic progress, social adjustment and other related areas. Parents/guardians can also contact the building principal at any time to schedule a conference with a teacher regarding student progress. A formal written progress report will be sent home at the end of each trimester in November, March and June. These will indicate progress in academic skills, social adjustment and other related areas. Following each reporting period, the parent/guardian or teacher may wish to schedule other conferences; initiated by the parent/guardian, the teacher or the principal and shall be arranged at a time convenient to all.

Student Publications

Permission must be obtained from the Principal in order to distribute any publications and/or materials that are produced either in-or-out of school.

Textbooks, Devices, Materials and Fees

The school provides books and computer devices for use in classes. The books and computer devices are loaned to students and it is understood that students are responsible for their care. If the book or computer device is lost or misplaced, the student must pay the replacement price for the item. The money paid to replace a lost book will be refunded if the book is found at a later time. Students must also pay for damaged books and damaged computer devices. The student will not receive their yearbook at the end of the school year until all materials and fees due that year are paid. Fees may be assessed for materials used in classrooms for project work beyond the course requirements.

SCHOOL ACTIVITIES

Child Care Opportunities

Adventure Club – This is a before and after school child care program offered at several elementary buildings. This service is available for elementary students from 6:45–8:40 a.m. and 3:40–6:00 p.m. daily when school is in session. For more information, call the Adventure Club Director at (517) 925-5800. Financial assistance is available for this program based on need through the Eaton County Family Independence Agency, (517) 543-0860.

Parent/Guardian Involvement

Parents/guardians involvement is important in student academic achievement. There are opportunities for involvement at both the local school level and on a district-wide basis. At the elementary level, the Parent Teacher Organization (PTA/PTO) sponsors many activities. All parents/guardians are encouraged to become a part of the PTA/PTO in their student's school. Parents/guardians may call the school office to get the name and number of the PTA/PTO officers and the schedule of meeting dates. School fundraising, school improvement teams, chaperones at activities and field trips, and serving as a room parent/guardian or classroom volunteer are additional opportunities for parent/guardian involvement. District-wide opportunities for parents/guardians include attendance at School Board meetings and participating in other district-wide meetings or committees.

SCHOOL OPERATIONS

Accidents and Illnesses

It is a priority of the Grand Ledge Public Schools to provide a safe and healthy educational environment. If a student illness or accident should occur on school property or at a school related event:

- Parents/guardians will be contacted depending on the seriousness of the illness or injury;
- If the illness or injury is serious, parents/guardians of the designated emergency contact person will be contacted to determine the best course of action to follow; or
- If it is impossible to contact either of the above, the Grand Ledge Area Ambulance Service will be contacted. The student will be placed under their care. If decided necessary, the student will be transported by ambulance to the hospital. Ambulance transportation charges will be the responsibility of the parents/guardians.
- In NO instance can the student be released to anyone but the parents/guardians unless parental consent and approval is obtained.
- It is important that the emergency/medical cards have the telephone number of an emergency contact person in the event that school personnel are not able to contact parents/guardians in an emergency situation.

Accident Insurance

Student insurance is the responsibility of the parents/guardians.

Communicable Disease

Michigan Administrative Code Rules governing *Communicable and Related Diseases* (R325.171 – R325.199) allows a school official who “reasonably suspects that a student has a designated condition...” to exclude the student for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a designated condition. A local health officer may initiate the exclusion from school of a student who has a designated condition. Detailed guidelines for ensuring that both rights of individuals and the concerns of the community are addressed have been developed under Administrative Regulation 5141.4.

Communication - Staff

To communicate by email with teachers, administrators or support staff, input the person's last name, add the first letter of their first name; then add **@glcomets.net**.

FERPA – Family Educational Right to Privacy Act

The Family Educational Right to Privacy Act (FERPA) limits the disclosure of personally identifiable information from a student's educational records. Sections 99.30 of the FERPA Regulations, in part, states: *Except as provided in Section 99.31, an educational agency or institution shall obtain a signed and dated written consent of a parent/guardian or eligible student before it discloses personally identifiable information from the student's education records.*

FERPA defines education records as: *Those records that are (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Section 99.3.*

The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that:

Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school, a copy of his/her record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school, shall comply within 30 days after the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.

FERPA – Parent/Guardian Right to Review Student Records

Students and parents/guardians of the student have the right to review and examine official student records. Reviews will take place by appointment only and in the presence of a school employee. Records and/or transcripts will be released only after written permission has been granted by the parents/guardians or by the student who is 18 years of age. Requests for records by courts or educational institutions will be honored. You have the right to obtain a copy of the policy adopted by the Grand Ledge Board of Education in compliance with FERPA (Family Educational Right to Privacy Act). A copy may be obtained in person or by mail from the *Superintendent's office, Grand Ledge Public Schools, 220 Lamson Street, Grand Ledge, MI 48837.*

Parents/guardians have the right to review student records and any information the district considers directory information such as student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and honors received, the most recent previous educational agency or institution attended by the student. Parents/guardians may file a written request to the Principal by September 30 of each school year to request that information not be published about their student.

Fire, Tornado and Disaster Drills

Fire and tornado drills will be held to ensure proper execution of drill procedures. Drill procedures are posted in each room, stating the directions to follow in case of a disaster. The fire alarm is a continuous beep with flashing lights. The tornado signal is a continuous bell. There will be occasional tornado and fire drills throughout the school year. Cooperation and alertness is necessary at all times. Teachers will give further instruction about leaving the building in case of emergencies.

Food Services

We are now operating with a debit system. Parents can pre-pay into their student's lunch account. Each day as the student goes through the lunch line, his/her ID card will be scanned and the amount will be deducted from their account. Paying in cash daily is still an option. If a student forgets his/her lunch money or is unable to pay, they will be able to charge the lunch to their account. A student may only charge **three (3)** meals. Full payment is expected on the next day. If payment is not received after charging three meals, your child will no longer be able to charge the hot lunch. If a student has a negative balance, the school will provide a meal when the student is using money to pay for the current day's menu. The parent/guardian of the student will be responsible for keeping track of the account balance. **No notices will be sent home at the secondary level.** Food Service recommends that parents/guardians send by mail or with the student, a check or money order made out to Grand Ledge Public Schools Food Service for deposit in the student's

account. If you have questions regarding your student's account or wish to complete a free or reduced lunch application, please call the Food Service office at (517) 925-5733. A printout of the student's account history will be provided if requested by the parents/guardians.

Guests

No student guests are allowed, however, exceptions may be considered by Administration upon parents/guardians request, one day or more in advance, *for specific curricular-related reasons*.

Handicap Accessibility Plan

In accordance with the law (Section 504 and the American Disabilities Act) the Grand Ledge Public Schools has developed a plan to accommodate all handicapped individuals in all of our schools. In the case of a handicapped parent/guardian, please notify the school office before school activities, and accommodations will be made for all occasions.

Head Lice:

It is common to have cases of head lice and other related problems in the school throughout the school year. It is the responsibility of parents/guardians to check student's heads on a regular basis.

Students are encouraged **NOT** to share their clothing/coats, hair accessories, brushes, combs or hats. Although head lice are not a health threat, they are contagious with direct contact. Active infestation is defined as the presence of live lice or nits found within ¼ inch of the scalp. Therefore, when an active head lice infestation is found, our school practices are:

- The child should be restricted from activities of close contact or sharing items with other children.
- The parent/guardian will be contacted and the child should be sent home.
- Other student's will be checked for head lice only when infestation is suspected.
- Parents/guardians & students are expected to follow instructions for treatment/prevention of head lice.
- A letter should be sent home notifying the classmate's parents/guardians that an active case of head lice was detected.
- Upon return to school, the student must be accompanied by the parent/guardian and brought to the school office. The student will be rechecked for an active infestation prior to re-entry. The primary goal is for the student to be Nit Free, yet it is within the school administrator's discretion whether the student will be readmitted.

Immunizations

Michigan law, according to Section 9208 of the Michigan Health Department Public Act #368 of 1978, states the following: ***"A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in that state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one dose of an immunizing agent against each of the diseases specified by the department has been received and certified by a health professional or local health department."*** A parent/guardian, or person in local parentis, having a child register with only these minimum doses of immunizing agents shall present an updated certificate of immunization within four months after initial attendance showing that the immunizations have been completed as prescribed by the department. Parents/guardians of children entering school for the first time in Michigan are reminded that each child must be immunized for diphtheria, pertussis, tetanus, polio, smallpox, rubella, chicken pox, measles and Hepatitis B. Vision and hearing examinations are also required. The information must be brought to school on the first day or within a reasonable time after school has begun. Family physicians may do the immunization or you may take the child to the Eaton County Health Department, 528 Beech Street, Charlotte, MI. Free clinics are available at both the Barry-Eaton District Health Department and at various Outreach clinics in the area. Please call (517) 543-2430 or (517) 485-7110 for specific dates and places. It is Michigan law that all **new entering** students must have Hepatitis B immunization. A parent/guardian must provide dates when the immunization for hepatitis was given, a physician signed statement that the child "is in process" of completing the three (3) vaccinations series for Hepatitis B, or a signed statement that for religious or objections the parent/guardian does not choose to have their child(ren) immunized against Hepatitis B. **It is the law beginning with the 2002-2003 school year, that all seventh grade students have an immunization assessment.**

This law was passed so that there would be a means of assuring that children are adequately immunized against preventable diseases before they reach adolescence when some diseases become a greater threat to their health.

Lost and Found

Articles found in classrooms and halls are turned into the school office. It is the student's responsibility to check for lost articles in the school office. Many items go unclaimed each year because students fail to check at the office for them. Articles labeled with the student's name will be returned to the student.

Lunch Periods/Information

Information is mailed home to each family regarding lunch applications and the debit card program for students. Questions about the lunch program should be directed to the Food Services Department, 925-5733.

Newsletters

The newsletter is sent home with each student or electronically on a continuous basis to keep families informed. It is most important that parents/guardians ask their students for this publication. It will keep you updated on all of the upcoming school activities and events.

Non-Discrimination Policy

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height, weight or marital status in its programs, services or activities.

Parent/Guardian Concerns – Guide for Communicating Questions and/or Concerns

With the rapid rate of change occurring in our society, there are many implications for change in our schools as well. If a question or concern arises, please seek an answer or solution by contacting the teacher first and then the building principal or designee. If the question or concern is not satisfactorily resolved at the building level, the concerned person may appeal to the next highest level of authority.

Please use the following step process to address any concerns that may arise:

Step 1 - Contact the teacher or staff member most closely associated with the issue.

Step 2 - If unresolved, contact the principal or supervisor.

Step 3 - If unresolved, contact the Superintendent's Office (517-925-5401).

Step 4 - If unresolved, contact the Board of Education.

If you have a general matter concern, or you are unsure whom to contact, please contact the Superintendent's office at 517-925-5401 to be directed to the appropriate personnel.

Academic Services (517-925-5403): for concerns associated with classroom instruction, report cards, and district curriculum.

Human Resources (517- 925-5406): for concerns associated with staff/personnel.

Operations (517-925-5430): for concerns associated with facilities, grounds or transportation.

Student Services (517- 925- 5410): for concerns associated with Special Education.

Pesticide Notification

In compliance with the Michigan Department of Agriculture pesticide regulation #637, Grand Ledge Public Schools is required to provide written notification to parents/guardians of students attending a Grand Ledge school, of their right to be informed, at their request, prior to any pesticide application to school property. Please be informed that the regulation allows for the application of pesticides in an emergency situation without prior parent/guardian notification. If parents/guardians wish to receive notification prior to pesticide applications, they must obtain and fill out a request/application form in the school office. Please contact the Director of Operations at (517) 925-5430 for any questions.

Photo and Video Publication

Your student may be photographed or videotaped while participating in school programs and activities. These photographs and videos may be used for school district publications such as, but not limited to, school newsletters, the INSIDER, district websites, and district social media. These photographs or videos may also be used by the news media for their publications such as, but not limited to, television news broadcasts, print stories in newspapers or magazines, or online news coverage. If you do not wish to have your student's photograph or video used for these purposes, please write a letter to your school principal requesting exemption from publication.

Prescription Drugs and Medication

School Board Policy regarding drugs and medications taken at school has been designed for the safety of all students. When a student is required to take drugs or medication at school, please note that any and all medication must be delivered to the school office by a parent/guardian or an adult parent/guardian representative – **NOT BY STUDENTS**.

Grand Ledge Public Schools will require the following in connection with the administration of medication to a student in the school setting:

- The student's parent/guardian must submit, in advance, written permission to administer the medication.
- The student's parent/guardian must furnish the physician's instructions that are on the medication container in order to administer the medication.
- Medication will be administered by a school administrator, teacher or other school employee designated by the school administrator.
- Medications will be administered in the presence of another adult, unless an emergency threatens the life or health of the student.
- Medications with directions of "take as needed" require instructions from the parent/guardian or physician on what constitutes appropriate conditions for dispensing the dosage amount and the maximum number of times the medication can be administered during the school day.

Medication will not be dispensed if these requirements are not followed. Please arrange to have medication given at home, if possible.

Students with respiratory or highly allergic conditions will be allowed to carry inhalers or emergency medical kits with them while at school. Parents/guardians need to make contact with school officials **in writing** so that proper precautions are taken, and staff are well informed as to the condition. At the elementary, intermediate and middle school levels, over-the-counter medications requiring administration during the day must also be brought in by the parent/guardian in the original container with written directions. Consent forms for permission to dispense medication at school are available in the school office.

Protective Services Referrals

The Michigan Child Protection law is clear that the duty of educators is to report all instances in which there is reasonable cause to suspect child abuse or neglect. This requires educators to be prudent in their actions. They are legally obligated to conduct themselves as the normally prudent educator would when faced with a similar circumstance. Failure to report suspicious incidents places educators in jeopardy of criminal and civil liability.

Under the Child Protection Act, the school is to "allow access to the student without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child". Grand Ledge Public Schools believes that it should protect the child first and school officials will cooperate with Protective Services during investigations with alleged child abuse and/or neglect. Therefore, school officials will not contact parents/guardians prior to any Protective Services investigation. The law does not, however, authorize school officials to detain or turn students over to child protection workers rather than their parents/guardians. "Mandated staff making reports due to reasonable suspicion of child abuse and/or neglect are not required to complete further investigation prior to making a referral."

Residency Requirements

To attend Grand Ledge Public Schools, a student must be a resident of the Grand Ledge School District or Board approved student.

School Closings

Grand Ledge Public Schools uses the SchoolMessenger system to notify families in the event of school closings, early dismissals, and other important school-related information. *It is vital for families to keep contact information up-to-date with their school buildings.* Grand Ledge Public Schools also places a District Alert on our website at www.glcomets.net for school closings. SchoolMessenger calls announcing school closings are made at approximately 5:30 a.m. to ensure bus riders receive the information in a timely manner. Families are encouraged to make sure their student(s) knows what to do in the event of an early dismissal if adults will not be home.

While in school, if a tornado watch is issued, schools will keep students in regular session. If a tornado has been sighted in the area, all students will take cover in the building. School administrators and teachers will place children in a safe location as advised by safety officials. Please do not call the school.

Student-Parent Pick-up

In the case of divorce or separation, either parent has the right to pick the student up from school unless there is a legal document stating that one of the parents may not pick the student up from school. A Personal Protection Order is a legal document however it does not refrain a parent with such restrictions in place, from picking up his/her child unless the order is written with the child's name as being the protected individual. Parents are asked to work out these concerns prior to picking the student up from school.

Student Transportation Services

Grand Ledge Public Schools provides pupil transportation services for all eligible students who live within the school district boundaries. State Law, District Guidelines and Rules govern these services. The Department of Education requires that all school districts develop transportation policies and guidelines for safe operation and rules to govern student behavior while riding the school bus. Grand Ledge Public Schools has implemented an assertive discipline policy and safe riding rules for all students participating in these services. Student Transportation Services are a **student privilege, not a student right**. If a student violates the rules for riding a school bus, he/she may lose the privilege. If you have any questions about the Assertive Discipline Transportation Policy or Rules, you may contact the Transportation Supervisor at 925-5300. The complete Student Transportation Policy, Guidelines, Student Rules and the Assertive Discipline Policy are located in the Appendix Section.

Title IX

It is the policy of the Grand Ledge Public Schools not to discriminate on the basis of gender/sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendment, final approval 8/14/76. Any questions regarding this policy may be referred to the Director of Human Resources, Grand Ledge Public Schools, 220 Lamson Street, Grand Ledge MI 48837.

Visitors

All visitors to each school **must** report to the office upon entering the building. Students who wish to escort visitors through the school, must have permission to do so by the building Principal, at least two days prior to the visit. Permission will be granted on an individual basis. Parents/guardians and community members are always welcome to visit and/or volunteer. However, those interested must first receive district approval after completing the "Volunteer Registration" form located on our school homepage, following the volunteer guidelines as listed on our homepage.

STUDENT CODE OF CONDUCT

BEHAVIOR, EXPECTATIONS AND CONSEQUENCES

Students who violate school rules are subject to discipline. Disciplinary action will be handled through progressive discipline procedures. **Grievous student offenses may require disciplinary action, which is not progressive in nature and extends beyond the discipline action outlined in the student handbook.** Students who continually violate school rules or commit serious infractions of the rules are subject to suspension and/or expulsion penalties. If a student's behavior is subject to suspension for more than ten days or expulsion, the procedural guidelines adopted by the Board of Education will govern the suspension and/or expulsion process. **Any student charged with the violation of school rules is entitled to rudimentary due process including:**

- Notice of specific charges supporting evidence.
- The right to explain and present evidence on his/her behalf.
- Appeal to the next level of higher authority.

Restorative Practice - Grand Ledge Public Schools believes that restorative practices and restorative justice represent a fair and appropriate framework for addressing student behavior and code of conduct/rule violations whenever possible. This philosophy creates opportunities for students to heal the harm their actions cause and encourages alternatives to exclusionary practices whenever it is possible and safe to do so. Administrators, teachers, deans of students, and other support staff have the latitude to use restorative practices as an alternative to traditional consequences, and will consider this philosophy when working with students before, during, and after a code of conduct violation.

Consequences will be based on the frequency and/or severity of the behavior as determined by staff and administration, and will be applied using one or more of the following guidelines: staff notification of violation to student and/or parent/guardian; parent/student/teacher conference; referral to counselor; immediate in-school detention for the remainder of class/school day; loss of field trip-social activity privileges; out-of-school suspension; and/or recommendation for expulsion.

Violations of the Code of Conduct are cumulative during the course of the student's participation at the school. For serious violations, it is cumulative through the student's entire career with Grand Ledge Public Schools.

Appeal Procedures

While most disciplinary actions are final, a parent/guardian who believes the consequence is unjustified may proceed as follows:

- Initiate an appeal by contacting the Principal within 24 hours of the consequence to request a meeting.
- If the parent/guardian is still not satisfied at this level, a meeting may then be requested with the Superintendent or his/her designee. This contact must be made within 24 hours of the previous action taken.
- Appeal meetings/hearings are expected to be held during school hours. Accommodations for other times can be made.
- During the appeal process, the student will be allowed to attend classes at the discretion of the building administrator. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.
- The student has the right to be represented by legal counsel at any point in the process. Prior notification of such representation shall be given to the administration.

Attendance Policy/Michigan School Code **COMPULSORY SCHOOL ATTENDANCE**

The sections of the *Revised School Code* that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1284, 380.1284b, 380.1561-380.1599 and the *State School Aid Act* under MCL 388.1701.

Attendance - Age

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child aged six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. The exceptions include, but are not limited to, sending the child to a state approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by November 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten [MCL 380.1147].

Attendance - Absences

All absences from school conflict with the continuity of learning and need to be avoided when possible. Regular school attendance is necessary to academic success and continuous and consecutive attendance in school is required by State law; 6-absences limit per trimester, 7-absences or more per class will result in loss of extracurricular privileges for the remainder of trimester. The 6-absence limit per trimester includes both Absence Excused (AE) and Absence Unexcused (AU).

Extended Absences - when students plan to miss school for an extended period of time, parents must notify the school ten academic days in advance, obtain missing work from teachers, sign the extended absence form, and have work completed upon return to school. If the work cannot be completed upon return to school, then after school detention will be utilized to ensure the missing work and assessments are completed.

Poor attendance, defined as more than 6 days per trimester, will result in warning letters regarding a possible referral to the Eaton County Truancy Intervention Program (TIP) and the loss of privileges and/or disciplinary action. (See Student Activities Section.)

Excellent attendance and timeliness to class will be rewarded at the end of each trimester as well as the end of the school year.

Attendance Officer and the Enforcement

Attendance officers are employed by an intermediate school district or local school district. The attendance officer has the powers of a deputy sheriff within the school district while performing official duties and pursues cases of non-attendance which are reported to him/her by the proper authority. The attendance officer, upon receiving notice of that fact, must give written notice either in person or by registered mail requiring the child to appear at school on the next regular school day following receipt of notice and to continue in regular and consecutive attendance in school. If the parent/guardian fails to comply with the notice, the attendance officer must make a complaint against that individual in the proper court for refusal or neglect to send the child to school. The court then issues a warrant and proceeds to hear and make a determination in the case. The law also states that a parent/guardian who fails to comply with the compulsory school attendance section of the Revised School Code is guilty of a misdemeanor [MCL 380.1571-380.1599]

Attendance Policy – Signing In and Out of Building

If a student knows ahead of time that he/she will need to leave school early, the student must go to the office to obtain an early dismissal slip. Parent/guardian calls or notes must accompany all dismissal requests. For the protection of students, whenever students arrive or leave the building during class hours, a parent/guardian or student must sign in and out at the office during any school day.

All students not involved in a pre-approved, pre-planned after school activity or program must be vacated from the building within one half hour after student dismissal for the day.

Attendance Policy – Tardies

If a student does not arrive on time for school, the parent must call the office or come into the building to sign-in the student at the office. Tardies to individual classes are handled at the building level.

Students are expected to be in class on time, which means being in the classroom before the bell rings. A tardy is defined as not being in the classroom before the bell rings, and teachers will monitor and document timeliness to class day-to-day, hour-by-hour in PowerSchool. We understand that certain situations may arise causing students to be tardy to class, so students are given three tardies for each class, each trimester without penalty. Once a student has 4 tardies in one class within the trimester, parents will be notified, and the student will be expected to serve an after-school detention in arrangement with parent/guardian and school staff.

Attendance Policy – Unexcused Absences

Unexcused absences will be handled individually between parents/guardians and the school. A student's attendance record is part of his/her report card. Students will make up time for unexcused absences during lunch period and after school.

Attendance Policy – Withdrawal from School

The procedure for withdrawal from the school is as follows:

- Parents/guardians furnish the office with a note authorizing the withdrawal. If possible, the note should include the name and address of the school where the student will be enrolling and/or the reason for leaving.
- Students will obtain a checkout form in the office prior to 8:00 a.m. on the day of the withdrawal.
- The checkout form is to be signed by each one of the student's teachers and the librarian. All schoolbooks and property must be returned, and all fees must be paid.
- Students will return the completed checkout form to the office for final clearance.

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the teacher has good reason to believe that the student's conduct is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Corporal Punishment

Reasonable physical force to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning is acceptable. Students can be restrained or removed from a situation when the student's behavior is interfering with the orderly exercise and performance of the school district functions within a school or at a school-related activity. Physical force for self-defense, the defense of another person or to prevent a student from inflicting harm on him or herself is allowable.

Detention

Detention will be served on the date and time set by the principal. Any student assigned to in-school suspension for more than half a day, will not participate in any extra-curricular activities that day. Assignment to detention REQUIRES a parent/guardian signature or a phone call. The next day the signed form must be returned to the building principal or staff member. An infraction marks a breach in behavior. If it is corrected at this level, further disciplinary action can be avoided. Parents/guardians should feel free to contact staff members to discuss any incident. Working as a team can help eliminate difficulties.

Dress and Grooming

Students are expected to dress in a fashion that promotes a positive, safe, and focused learning environment. Students and parents are expected to use discretion to ensure that student clothing is appropriate for school. Pursuant to school board policy, clothing that contains symbols that intimidate based on religion or race (e.g., swastika, Confederate flag, etc.) or messages that are disruptive to the learning environment are not permitted. Sexually suggestive messages, clothing that promotes drug and/or alcohol use, or violence are not permitted. For health and safety reasons, students are required to wear shoes or footwear with soles. Final decisions regarding dress code are exclusively up to administrative discretion.

Harassment

The district does not tolerate or condone, for any reason, the bullying or taunting of students by other students. When such incidents occur, students need to direct their concerns to the building Principal to resolve the issue. If it is not resolved at the building level to the student's and/or parents/guardians satisfaction, then the next step is to contact the Assistant Superintendent for Academic Services.

Harassment includes:

- An individual or group action or language that disrupts the orderly conduct of school routine.
- Threats of violence, personal harm or property damage made to students or school employees.
- Words or actions that are meant to cause humiliation based on age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight of any individual.
- Assault.

These actions will result in a short-or-long term suspension and possible recommendation to the Superintendent for expulsion. See Code of Student Conduct for more details.

Harassment - Bullying

Bullying is a form of harassment and is unfair and one-sided. Bullying happens when someone is hurting, is frightened, is threatened, or is left out on purpose. Such conduct is disruptive of the educational process, is not acceptable behavior in the Grand Ledge Public Schools and therefore, is prohibited. Grand Ledge Public Schools defines "bullying" as "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-downs related to age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight of any individual, extortion of money or possessions, and exclusion from peer groups within school." Students who engage in any act of bullying while at school, at any school function, in connection to any District sponsored activity or event, or while en route to or from school will be subject to disciplinary actions. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law. This policy prohibits bullying of students by district staff, district volunteers, students or other members of the public at school or school activities. *See Appendix B, How Can Students Deal with Bullying/Hazing/Intimidation.*

Harassment - Hazing

Hazing is a form of harassment, abuse and victimization. Hazing is about abuse of power and violation of human dignity. Soliciting, encouraging, aiding, or engaging in hazing on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. Grand Ledge Public School defines "hazing" as "Any action taken or situation created, intentionally, whether on or off District premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of right or that creates physical or mental discomfort, and is directed against a student for the purpose of being part of a tradition, initiation into, affiliation 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 predominantly other students from the District."

Sexual Harassment of Students – Policy Statement

Students are entitled to enjoy a school environment that is free from sex discrimination, sexual insult, intimidation and harassment. Sexual harassment of students is not only illegal; it is disruptive to the educational process and interferes with the district's commitment to provide a stable learning environment to its students. Grand Ledge Public Schools, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by this district. This policy prohibits sexual harassment of students by district staff, district volunteers, students or other members of the public at school or school activities.

➤ **Definition of Sexual Harassment**

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, request for sexual favors, or other verbal, written or physical conduct of a sexual nature that is **unwanted by or unwelcome** to the student and/or has the purpose or effect of **substantially interfering** with a student's educational environment. **Sexual Harassment is attention that you do not want.** Sexual harassment may take many forms. Examples of conduct prohibited by the policy include, but are not limited to, unwelcome teasing, jokes, remarks and questions; deliberate touching, grabbing, brushing against the body; constant leering or ogling, fondling, patting and pinching, kissing, exposing oneself, or touching oneself sexually; letters or written harassment or abuse, telephone calls, materials of a sexual nature, graffiti, or indecent propositions; pressure and/or request for sexual favors; and assault and rape.

Such conduct or communications are illegal and will subject students, employees, or district volunteers to appropriate corrective action, including discipline. Such action may include: submission to sexually harassing conduct or communications either explicitly or implicitly, is a term or condition of a student's receipt of educational benefits, aids or services, or participation in school activities; submission to or rejection of such conduct or communication by a student is used as the basis for academic decisions affecting that student; or such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

➤ **Sexual Harassment – Reporting Procedure**

The district encourages any student who believes he/she has been subjected to sexual harassment to report his/her concerns directly to the principal, guidance counselor or other district representative designated to receive such complaints. The student will be asked to fill out a written report. All reports or complaints of sexual harassment will be promptly investigated by appropriate district representatives. Complaints or reports of sexual harassment shall be handled as confidentially as possible. In certain circumstances, the district may be required by the Child Protection Law to report child sexual abuse to Protective Services or other designated law enforcement agency. Any individual who violates this policy will be subject to appropriate corrective action, including suspension or expulsion if the individual is a student or termination from employment if an employee is involved. *See Appendix A: How Can Students Deal With Sexual Harassment.*

➤ **Sexual Harassment – Sanctions**

A substantiated charge of sexual harassment against a student in the school district shall subject that student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code.

➤ **Sexual Harassment – Due Process**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. No form of retaliation for filing a charge of sexual harassment will be tolerated. The use of this procedure in no way precludes the right of a student alleging sexual harassment to seek other remedies provided under the law. Sexual Harassment Administrative Rules, 5015. Policies shall be applied for special education in a manner consistent with the rights secured under federal laws related to discipline and suspension to those pupils who are determined to be eligible for special education services.

Investigations

Grand Ledge Public Schools values the relationship and partnership we have with our families and our students. With that in mind, we also have an obligation to keep students safe, create a space in which all students are treated fairly, and ensure that the actions of other students do not impede their ability to learn. Therefore, in an effort to ensure timely and thorough investigations of incidents in the school, *students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. School officials will endeavor to communicate with parents in a timely manner; however, specific details of an investigation may not be able to be shared to protect the privacy of all students involved.*

Lockers – Security, Search and Seizure

Valuables are not to be left in the locker. The school will not take responsibility for personal articles taken from lockers. To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the students' age, and the student's disciplinary history. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections and searches of lockers, desks and other school property may be conducted without student consent, without a search warrant or prior notification. A student and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, stolen, or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Police dogs may be called in to search a school premise on a random basis throughout the school year.

Possession of Cell Phones, Pagers, Camera-Like Devices, and Other Communication Devices

Students may use electronics in the classroom for learning purposes. The teacher in each situation defines a 'learning purpose' for using the device. ***If you are concerned that an electronic device might be stolen, broken or inappropriately used, please do not allow your student to bring it to school.*** During school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. "Using" refers not only to making and/or receiving calls, but also using the cell phone or ECD for any other purpose.

The use of cell phones and other ECDs in locker rooms and restrooms is strictly prohibited. Cell phones or ECDs may not be "on" or otherwise in use in the school locker rooms, restrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones or ECDs.

Use of cell phones or other ECDs in an unauthorized manner or in violation of the policy, may result in disciplinary action, depending upon the nature of the prohibited activity and/or whether it is a repeat offense for that student. The administration reserves the right to modify the consequences, as appropriate.

Suspension from School

During the time of the suspension, the student will not participate in any extracurricular activities. In the case of out-of-school suspension, the student will not be present on school property unless accompanied by a parent/guardian for a prearranged conference with the administrator who suspended that student. When a student has been suspended, the administrator will make reasonable efforts to notify the student's parents/guardians. No suspended student will be sent out of the building during school hours unless the parent/guardian has been contacted. Parents/guardians may be required to set up an appointment to meet with the administration to have their student readmitted. The student will have the right to make up all work missed during a suspension in accordance with building procedures. Immediately upon return to the building from a suspension, the student will be responsible for making arrangements with each teacher to complete assignments missed during the suspension. Under Grand Ledge Public Schools Administrative Rule 5114 grounds for immediate suspension (in or out of school) and/or recommendation for expulsion will be evaluated by the building principal and/or designee. See "Student Code of" for more details.

Mandatory Factors of Discipline

Before long term suspension (7 or more days) or expulsion of a student the following shall be considered in compliance with MCL 380.1310 (c) (d):

- The students' age.

- The disciplinary history of the student.
- Whether the pupil is a student with a disability.
- The seriousness of the violation or behavior committed by the student.
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
- Whether restorative practices will be used to address the violation or behavior committed by the student.
- Whether a lesser intervention would properly address the violation or behavior committed by the student.

Suspension/Expulsion – DUE PROCESS

Suspension(s)

Length of Suspension: 1-10 school days

Who Suspends: Building Administrator

Procedural Due Process Requirements:

1. Informal meeting and/or call to parent/guardian from Building Administrator prior to suspension.
2. Student and/or parent/guardian presented with charges and supporting evidence.
3. Students are given the opportunity to deny charges and rebut evidence.
4. A parent/guardian may appeal suspensions of 7-10 days to the Superintendent or his/her designee. Contact must be made within 24-hours of the previous action taken.
5. Suspensions of 1-6 days may not be appealed.

Length of Suspension: 11 days to balance of trimester

Who Suspends: Building Administrator with Assistant Superintendent for Academic Services

Procedural Due Process Requirements:

1. Informal hearing with Building Administrator and Assistant Superintendent for Academic Services.
2. Student is presented with charges and supporting evidence.
3. Students are given the opportunity to deny charges and rebut evidence.
4. A parent/guardian may appeal the decision to the Superintendent. Or his/her designee. Contact must be made within 24-hours of the previous action taken.

Long Term Suspension/Expulsion

Length of Suspension/Expulsion – To be determined

Who Expels: Superintendent, acting on behalf of the Board of Education as it's representative

Procedural Due Process Requirements:

1. Informal hearing with Superintendent.
2. Student is presented with charges and supporting evidence.
3. Students are given the opportunity to deny charges and rebut evidence.

STUDENT CODE OF CONDUCT - STUDENT SUPPORTS

Student Supports

The *Student Code of Conduct* outlines behaviors and accompanying consequences for students who engage in those behaviors. It is understood, however, that many of these behaviors have a direct impact on other students in the building. These include, but are not limited to, assaults, harassment, derogatory language, and intimidation. When

students are impacted by these behaviors, they may request supports from a school counselor or other staff members who can help assist them in dealing with the impact of the incident. Administrators will encourage students to access these supports and provide opportunities as needed.

STUDENT CODE OF CONDUCT - FULL TEXT

Alcohol, Drugs, Tobacco Products, Including Vaping Devices, E-Smoking Devices

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

- Alcohol or any alcoholic beverage.
- Illicit drugs.
- Synthetic intoxicants such as K2, Spice, Bath Salts, etc.
- Any abusable glue, aerosol or other chemical substance.
- Substances purported to be illegal, abusive or performance enhancing, i.e., “look alike” drugs.
- Prescription drugs which are used other than as directed by the student’s physician.
- Various instruments and materials commonly known to be intended for the use of, or preparation of, illicit substances as defined above including vaping devices and e-cigarettes. At the middle school this would include matches and lighters

Possession – Intent to Deliver

Any student in violation of selling or distributing an illegal drug while on school property or students in violation of delivering, attempting to deliver or causing to be delivered a non-controlled substance which the student either represents to be a controlled substance or represents to be of a nature, appearance or affect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance, will be suspended for up to 180 days with recommendation for expulsion.

Disciplinary Action:

- ★ Out of School Suspension, length to be determined up to 180 days with possible recommendation for permanent expulsion with possibility for conditional reinstatement.

Nicotine/Tobacco Products, Vaping Devices, Dab Pens, E-Smoking Devices

The transfer of or sale of or use of nicotine/tobacco products, vaping devices, e-smoking devices on school property is prohibited by State Law. Possession of tobacco products, vaping devices, e-smoking devices by anyone under the age of 18 is also prohibited by State law. Students in violation of the law will be referred to the Grand Ledge Police Department. This is a misdemeanor and is subject to a fine for each violation. Students will also be suspended for three days, out of school. ***This policy is in effect for all school-related activities.*** Grand Ledge Public Schools is a nicotine/tobacco/vaping device/e-smoking device, smoke-free environment, 24 hours per day, seven (7) days a week. This involves property both outside and inside the district facilities.

Disciplinary Action:

- ★ Misdemeanor
- ★ Subject to a fine for each violation
- ★ Out of School Suspension for 3 days

Substance Misuse – The following guidelines will apply to any student who is, or suspected to be, in possession of, or under the influence of, alcohol or drugs while attending school or any school sponsored function.

Substance misuse is defined as:

- Use, possession, or being under the influence of illegal drugs or intoxicants, including alcohol, on school property or while engaged in or attending a school activity.
- Being present on school grounds with a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs or intoxicants, including alcohol.

- Possession of “imitation controlled substances,” which by dosage unit appearance, including color, shape, size and markings, or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

Procedures for handling substance violations: Identification – School personnel shall report to the principal or designee any student possessing, using or being under the influence of controlled or illegal substances while on school property or at school activities.

Disciplinary Action:

1st Violation:

- ★ The first violation of use, possession, or being under the influence of illegal drugs or intoxicants or the use of imitation controlled substances shall result in an out-of-school suspension for up to 10 days.
- ★ The principal or principal’s designee shall immediately notify the parent(s) or guardian(s) of the suspension.
- ★ The principal or principal’s designee shall report any instances of possession, use, sale and/or distribution of controlled, illegal or imitation controlled substances as defined in this regulation to the appropriate law enforcement agency. Instances where material is found that is suspected of being a controlled substance that material shall be turned over to the law enforcement agency.
- ★ Concurrent with readmission to school, the student and his/her parent(s) or guardian(s) will be required to participate in a substance misuse prevention program. (Policy 5131.7)

2nd Violation:

- ★ Any subsequent violation(s) of use, possession or being under the influence of illegal drugs or intoxicants or the use of imitation controlled substances while on school property or at school activities shall result in an additional assessment and an out-of-school suspension for 7-10 school days.

3rd Violation:

- ★ Continued violations of this policy may result in long-term suspension or recommendation for expulsion. This action may be indefinitely postponed if the student participates in and adheres to a substance abuse treatment program.

Arson:

The act of willfully burning, or attempting to burn, any building, structure, personal property, or school property.

Disciplinary Action:

- ★ Immediate suspension with possible recommendation for expulsion
- ★ Subject to intervention with the police/fire department.
- ★ Restitution

Assaults and/or Fighting:

Physical Assaults - Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force of violence. All provisions of the board policy and State of Michigan law will be enacted.

Disciplinary Action:

- ★ Students grade 5 or below, assault another student - suspended 1-10 days
- ★ Students grade 5 or below, assault an adult employee, volunteer or contractor, may be suspended 1-10 days or permanently expelled
- ★ Students grade 6 or above assault another student – suspended or expelled by the School Board or designee for up to 180 school days
- ★ Students grade 6 or above assault an adult employee, volunteer or contractor – permanently expelled by School Board or designee

Verbal Assaults – The definition of “verbal assault” is 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.

Disciplinary Action:

- ★ Student commits a verbal assault at school against a student or person employed by or engaged as a volunteer or contractor by the school board, or makes a bomb threat or similar threat directed as a school building, other school property or a school related event, he/she may be suspended or expelled

by the school board or its designee for a period of time as determined in the discretion of the school board or its designee not to exceed 180 school days.

Behavior/Classroom Disruption/Classroom Dismissal:

Teacher is authorized to immediately remove and suspend a student from a class subject, or activity when the teacher has good reason to believe that the student's conduct is so unruly, disruptive, or abusive that it materially interferes with the teachers' ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Disciplinary Action:

- ★ Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by mutual agreement between the teacher who ordered the suspension and building administrator.
- ★ A teacher who issues a SNAP suspension must inform the principal of such action at the time the suspension is issued. The student, upon suspension, shall report to the office for either in-school or out-of-school suspension as determined by the building administrator.
- ★ The suspending teacher shall attempt to make contact with the suspended student's parent or guardian by the end of the teacher workday. If this is not accomplished, the teacher must make contact with the parent/guardian within 24 hours of the suspension. The teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference.
- ★ Any student suspended from the same class subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more.

Bomb Threats:

The act of disrupting school procedure by verbal or written threats or falsely reporting explosive or flammable devices on school property will result in discipline.

Disciplinary Action:

- ★ Out of school suspension
- ★ Possible recommendation for long-term suspension or expulsion, up to 180 days

Cheating:

The act of obtaining answers or completing assignments in a fraudulent or deceitful manner.

Disciplinary Action:

- ★ Determined by staff and administrators. 1 Hour–3 Days

Disobedience – Persistent:

Recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

Extortion:

The act of securing or attempting to secure money or other items of value in school or on school property by the use of threats made/or violence or without the mutual consent of both parties involved.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days

False Alarms:

The act of knowingly initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days

Fireworks or Explosives:

The act of possessing, using or threatening to use any substances or prepared chemicals on school property that explode or cause explosions and are capable of inflicting bodily injury.

Consequence:

- ★ Long term suspension
- ★ Possible recommendation for expulsion up to 180 days

Fighting:

Defined as participation in a quarrel, argument, or physical exchange with another person or intent of physically harming another person. . Students who are not directly involved in a fight but participate through observing, encouraging or documenting through audio or video recording will be considered participants in the assault and subject to disciplinary action. This will not be tolerated on school property, to or from school, at school-sponsored activities or the bus stop.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible recommendation for long-term suspension or expulsion
- ★ Possible referral to Police

Forgery:

Fraudulent means to use or obtain use of school-related documents.

Disciplinary Action:

- ★ In/Out of School Suspension 1-10 days
- ★ Possible recommendation for long-term suspension or expulsion up to 180 days

Gambling:

Involvement in betting or wagering.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

Gang or Gang-Like Behavior:

Gang or gang-like activity of any kind on school property or at any school activities at any time; forming associations with other students who initiate gangs or who have similar characteristics; gang or gang-like attire, “ganging up” on other persons to harass, threaten or intimidate; creating a threatening environment, vandalizing or damaging property.

Disciplinary Action:**1st Violation:**

- ★ Attire may be required to be changed.
- ★ In/Out of School Suspension 1–3 Days

2nd Violation:

- ★ In/Out of School Suspension 3–10 Day

3rd Violation:

- ★ Long-term suspension.
- ★ Possible recommendation for expulsion

Harassment:

Conduct that shows hostility or aversion toward an individual based on age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight, that has the purpose or effect of creating an intimidating, hostile, or offensive environment; or has the purpose or effect of unreasonably interfering with an individual’s

performance. Also includes incidents that occur after school hours and/or off-campus that are initiated by students and that are directed toward staff or employees of the school district.

Disciplinary Action:

- ★ In/Out of School Suspension 1-10 days, or expulsion
- ★ Possible referral to Police-School Liaison Officer
- ★ Possible restriction to access of Grand Ledge Public Schools' grounds or attendance at extra/co-curricular activities
- ★ Possible recommended expulsion

Bullying: Bullying is a form of harassment. Bullying is unfair and one-sided. It happens when someone keeps hurting, is frightened, is threatened, or is left out on purpose. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in the Grand Ledge Public Schools and is prohibited. Grand Ledge Public Schools defines "bullying" as "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property of another. It may include actions such as verbal taunts, name-calling and put-down: related to age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height or weight of any individual, extortion of money or possessions, and exclusion from peer groups within school." Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary actions. This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

**See Appendix C – "How Can Students Deal with Bullying/Hazing/Intimidation"*

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible recommendation for expulsion
- ★ Possible referral to Police

Hazing: Hazing is a form of harassment. Hazing is about abuse of power and violation of human dignity. Hazing is a form of abuse and victimization. Soliciting, encouraging, aiding, or engaging in hazing on school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. Grand Ledge Public school defines "hazing" as: "Any action taken or situation created, intentionally, whether on or off District premises, to produce mental or physical discomfort, embarrassment, harassment, humiliation, deprivation of right or that reacts physical or mental discomfort and is directed against a student for the purpose of being part of a tradition, initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whom membership is totally or predominantly other students from the district." Subtle or harassment hazing includes but is not limited to any activity involving:

- Any level of ridicule, embarrassment, shame, or humiliation to a student which creates a hostile, abusive, and intimidating environment for the student such as verbal abuse, questioning under pressure, and performing ridiculous activities.
- An unreasonable risk of physical harm that causes mental anguish or physical discomfort or confuses, frustrates, or causes undue stress, including paddling, beating, whipping, branding, electric shock, sleep deprivation, exposure to weather, placement of harmful substances on the body including tape or rope, and participation in physically dangerous activities.
- Consumption of alcohol, drugs, tobacco products, vaping devices, e-smoking devices or any other food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.
- Actions of a sexual nature or the simulation of actions of a sexual nature.
- Any violation of school district policies and regulations.

**See Appendix C, "How Can Students Deal with Bullying/Hazing/Intimidation"*

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days
- ★ Possible expulsion
- ★ Law enforcement officials may be notified of hazing incidents

Intimidation: The use of slurs, taunts, or gestures directed at or toward members of a Protected class that, by their nature, are likely to substantially disrupt the school environment or interfere with others' learning, including, without limitation, slurs based on disability status, national origin, race, religion, sex, sexual orientation, or gender identity.

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible Loss of Privileges
- ★ Possible Restorative Justice Referral

Sexual Harassment: Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Referral to Police, if appropriate
- ★ Restriction to access of Grand Ledge Public Schools' grounds or attendance at extra/co-curricular activities
- ★ Possible recommended expulsion

Illegal Activities:

Illegal activities not referred to in other portions of the *Code of Student Conduct* (breaking and entering, possession of keys, etc.)

Disciplinary Action:

- ★ Suspension 1–10 Days
- ★ Student will be required to correct the condition

Improper Bus Behavior:

Failure to conduct oneself in accordance with all school rules and regulations governing safe bus transportation. (See section on Transportation Services)

Disciplinary Action:

- ★ Loss of bus privileges per bus referral procedures
- ★ Possible school suspension 1–10 days

Indecency:

Offending acts against recognized standards of propriety and good taste (as interpreted by the school administration). This may include items of clothing that the administration determines to be inappropriate.

Disciplinary Action:

- ★ Suspension 1–10 Days
- ★ Students will be required to correct the condition

Insolence:

Attitudes or behavior insulting or contemptuous in speech or conduct

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

Insubordination:

The act of failing to respond to or carry out a directive given by authorized school personnel

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

Non-Productive Behavior:

Not meeting reasonable academic expectations.

Disciplinary Action:

- ★ Meeting with teacher, counselor and/or administration

- ★ Meeting with parents/guardians
- ★ In/Out of School Suspension 1–5 Days
- ★ Possible truancy referral

Obscenity/Profanity:

Vulgar acts in any form.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Meeting with a teacher, and/or administrator
- ★ Meeting with parents/guardians

Pornography:

Possession or distributions of pornographic literature and/or visuals that are deemed inappropriate are prohibited.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days

Possession of Dangerous Chemicals:

Possession, transfer use or threatening to use any chemical considered dangerous or capable of inflicting harm as determined by the administration, such as but not limited to: lighters, alcohol, organic fumes, pepper spray.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days.
- ★ Referral to Police.
- ★ Possible recommendation for expulsion.
- ★ Restorative Justice referral.
- ★ Possible loss of privileges

Possession of Personal Electronic Devices:

Electronic devices including CD's, cell phones, radios, cassettes, headphones, walkie-talkies, i-pods, MP3 players, electronic games, skateboards, laser pointers, video cameras, etc. will not be used during class hours. **Note: The school is not responsible for items lost or stolen. Please leave all valuable items at home. Unauthorized video-taping is strictly prohibited.**

Disciplinary Action:

1st Violation:

- ★ Device confiscated and returned to the student at the end of day.

2nd Violation:

- ★ Device confiscated, parent/guardian to pick up

3rd Violation:

- ★ Device confiscated, balance of trimester
- ★ Possible In/Out of School Suspension 1 Hour–3 Days

Possession of Cell Phones, Hand-Held Computers, Pagers Camera-Like Devices, and Other Communication Devices:

Students are prohibited from using cell phones or other electronic communication devices (ECD) while in the classrooms unless it is for learning purposes. "Using" refers to making/receiving calls, text messaging, videotaping, picture taking, audio recording or using the ECD for any other purpose. Cell phones and ECDs shall be turned off and stored away out of sight during class time. Use of these devices shall be limited to the period before classes begin in the morning and after the students' last class in the afternoon. Students are strictly prohibited from using cell phones and other ECDs in locker rooms or restrooms. Cell phones and ECDs may not be "ON" or otherwise used in locker rooms or restrooms whether here or at another school district where a school activity or athletic event is taking place.

The use of cell phones or ECDs in an unauthorized manner or in violation of this policy may result in disciplinary action, depending on the nature of the prohibited activity and/or whether it is a repeat offense by that student. The administration reserves the right to modify the consequences, as appropriate.

Note: The school is NOT responsible for items lost or stolen. Please leave all valuables at home.

Disciplinary Action:

1st Violation:

- ★ Device confiscated and returned to the student at the end of day.

2nd Violation:

- ★ Device confiscated, parent/guardian to pick up.

3rd Violation:

- ★ Device confiscated, balance of trimester.
- ★ Possible In/Out of School Suspension 1 Hour– 10 Days.

Public Display of Affection (PDA's)

Inappropriate in a school setting. Students are expected to conduct themselves as responsible mature individuals.

Disciplinary Action:

- ★ In/Out of School Suspension

Skateboards:

Use/possession of skateboards, roller blades, scooters and bicycles, etc. in school buildings, school building entrances, sidewalks, steps, railings, and walls is prohibited.

Disciplinary Action:

1st Offense:

- ★ Confiscated and returned at end of day

2nd Offense:

- ★ Confiscated and returned to parents/guardians

3rd Offense:

- ★ Device confiscated balance of trimester
- ★ Possible In/Out of School Suspension 1 Hour–3 Days

Technology Fraud or Misuse:

Any tampering of Grand Ledge Public Schools building/staff members' computers and/or technology network systems is prohibited as per district policy. Accessing district blocked sites is also prohibited.

Disciplinary Action:

- ★ Out of School Suspension 1–10 Days Up to 180 Days
- ★ Indefinite loss of technology access
- ★ Possible recommendation for expulsion
- ★ Responsible for repair/replacement

Truancy/Skipping/Loitering or Unauthorized Leaving of School Property:

Leaving school grounds without authorization from the school office.

Disciplinary Action:

- ★ In/Out of School Suspension 1–10 Days
- ★ Possible Attendance Contract

Unauthorized Student Demonstration:

The act of instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general welfare and safety of others on public school property or at a school-sponsored activity. Dissent is part of our cultural heritage. The Board recognized the right to dissent, provided it does not interfere with the rights of others.

Disciplinary Action:

- ★ Possible In/Out of School Suspension 1–10 Days

Vandalism:

The act of willful destruction or damage to property of others while under school jurisdiction.

Disciplinary Action:

- ★ Suspension 1–10 Days
- ★ Restitution
- ★ Referral to Police

Weapon Possession:

Students may not possess any weapon or imitation weapon while in a weapon-free-zone. This zone includes travel to and from school, on campus, and all school activities, “Dangerous weapons” are defined as, but not limited to: firearms, dagger, dirk, stiletto, knife with mechanical opening, iron bar, brass knuckles.

Disciplinary Action:

- ★ Immediate suspension for an indefinite amount of time
- ★ Possible loss of privileges
- ★ Permanent expulsion will be recommended to the Superintendent
- ★ Reinstatement for elementary students may be considered after 90 school days
- ★ Reinstatement for middle school and high school students may be considered after 180 school days
- ★ All provisions of the State of Michigan weapons law will be enacted.

AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES
STUDENTS GRADES 7 AND ABOVE
APPENDIX A

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as:
Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
 - b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - e. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct and Handbooks.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
- a. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 - b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 - c. Accessing or attempting to access material that is inappropriate for minors.
 - d. Bullying (as defined in paragraph E).
 - e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 - f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 - g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 - h. Unauthorized copying or use of licenses or copyrighted software.
 - i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 - j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 - k. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 - l. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
 - m. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
 - n. Misusing equipment or altering system software without permission.
 - o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 - p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District’s Code of Conduct and Handbooks.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using

personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.

- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
- M. Devices must never be taken out of Michigan for any reason.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's Code of Conduct and Handbook. Any additional rules, regulations, and policies are available on the Technology Department web page. As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

As the student's Parent or Legal Guardian,

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

HOW CAN STUDENTS DEAL WITH SEXUAL HARASSMENT

APPENDIX B

TAKE THESE STEPS. . . .

Be Assertive

- Be honest and direct.
- Say you find the behavior offensive. Say “No” or tell the person to “Stop”.
- Don’t apologize (“I’m sorry, but I didn’t like. . .”)
- You are the one being harassed, not the other way around.
- Don’t hint or be evasive (“I’m busy tonight” or “I have other plans”)
- Say “NO” clearly (“The answer is no, don’t ask again.” Or “I’ve told you before that I’m not interested in that kind of relationship, so stop asking me.”)

Document the Incidents

- Keep a journal.
- Note the date(s), time(s), and place(s) that the harassment occurred.
- It is important to describe the event in as much detail as you can.
- Describe the harasser’s words and behavior.
- Write down what you said, what you did, and how you felt.
- Document how the harassment is affecting your school performance or health.
- Include the names of everyone involved, particularly if you have witnesses that can verify what happened.

Collect Evidence

- Do whatever you can to collect the evidence that your school operates with a hostile educational environment.
- If there are sexual cartoons or jokes posted on the bulletin boards, confiscate them.

Check With Other Students

- You should assume there is no such thing as a first-time sexual harasser.
- Ask your friends if something similar has happened to them.
- A complaint backed up by others makes retaliation less likely and gives support to your complaint.

If the Harassment Continues After Telling The Harasser To Stop, Take Your Complaint To A Building Principal

- If the sexual harassment continues, you should make a formal complaint.
- Students do not always make formal complaints for a variety of reasons.
- Some do not understand that they have a right to be free from sexual harassment at school.
- Some do not want to risk losing the acceptance of their peers.
- Some fear that they will be the one being punished.
- Some fear retaliation.
- Although it is sometimes hard to take formal action, sexual harassment will likely get worse if unreported.
- Because any action you take may provoke a reaction, be sure of what you are going to say and what you want to happen.

HOW CAN STUDENTS DEAL WITH BULLYING/HAZING/INTIMIDATION

APPENDIX C

Key questions to first ask yourself:

- Am I offended by the other person's actions?
- Has this been done before?
- How many times?
- Have other things been done?

Steps to solving this conflict:

- Be assertive – look the person in the eye and tell them to stop – even though you may be scared at the time, try to sound as confident as you can.
- Reply in a short statement, e.g. “I do not like being called ‘fatso.’ Stop calling me that.” Then walk away. Practice doing this with your parents or friends.
- Walk away. Get away from the situation as quickly as possible if you can.
- As soon as possible after the incident(s) have occurred:
 - Tell people in authority such as the teacher's aide, the teacher, coach or other adult.
 - Tell someone in your family that you trust.
 - If you are scared to tell an adult, ask a friend to go with you, or write a note.
 - If the adult does not listen, or gives you advice that does not help, try telling someone else, and keep trying until someone takes you seriously.
 - If you are afraid to tell an adult yourself, ask someone in your family to come with you when you tell, or ask your parent/guardian to tell them for you. The same goes if you are afraid to tell someone in your family; ask your teacher or school social worker/counselor or some adult you trust to come with you, or ask another adult to tell them for you.
- When you are talking with an adult, tell them:
 - What has happened to you?
 - How often this or other bullying incidents have happened.
 - Who was involved?
 - Who saw it happening?
 - Where it happened and when
 - What you have done about it already
 - Keep a logbook if necessary to write down as much information as you know - what happened, the date, time, Place, who was involved, and who the witnesses were. Keep your logbook in a safe place.

See attached page “Tips for Families – How to Help Your Child with Bullying, Hazing, and Intimidation.”

Information provided by Glenn Stutzky, M.S.W.

HOW TO HELP YOUR CHILD WITH BULLYING, HAZING AND INTIMIDATIONS

APPENDIX D

Bullying, hazing, and intimidation are acts of harassment. This type of conduct is a form of abuse and victimization of another person. This conduct is all about power – the imbalance and abuse of power. It is a violation of human dignity. It is deliberate, repeated over time, and causes serious harm to the targeted person(s). The violent person takes no responsibility for his or her actions, often blames the victim and makes little or no effort to resolve the problem. This conduct is a significant form of school violence. It thrives in darkness and silence. This type of violent behavior is prohibited in Grand Ledge Public Schools.

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, emotional abuse, or attack on the property of another.

Hazing is any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Intimidation is the repeated interfering with another person with the threat of force, violence, or vandalism.

Research clearly shows that students who suffer this type of abuse are affected physically, mentally, emotionally, socially, and academically. Students may have increased health concerns such as depression, anxiety, insomnia, loneliness, unhappiness, and feelings of isolation, lower grades and test scores.

How can parents/guardians talk with their child and how can we tell the difference between these bullying acts and conflict?

- First, there is no such thing as a small bullying incident.
- There is an imbalance of power between the bully and the victim.
- It is a relationship in which one person seeks to gain power/control over the life of another.
- *The essence is not the actions of the person who is bullying but their intentions* – this is what distinguishes bullying or bullying types of behavior such as hazing and intimidation, from the normal peer conflict.
- How can a parent/guardian tell the difference between normal conflict and bullying behavior?
 - First, look at the issue of power - in normal peer conflict that is more of an equality of power – often the two involved are friends or good acquaintances and have the same power and status among their classmates.
 - Second, look at the child's willingness to resolve the conflict. Children involved in normal peer conflict will try to resolve their differences, often with the help of peer mediation or conflict resolution programs. The person who is bullying takes no responsibility for his or her actions, often blames the victim, and makes little or no effort to resolve the problem.
 - Next, ask the right questions to put the event into context. Bullying is a subtle type of violence. When a child comes to us and says, “Frank pushed my pencil off my desk,” our natural response is (while we may not say it out loud), “Why are you bothering me with this? So, he pushed your pencil, pick it up, stop whining and being such a tattletale.” Rather we need to ask:
 - “Has he done this before?”
 - If the answer is yes, ask: “How many times?”
 - If the answer is, “Oh, every day,” ask, “Has he done other things?”
 - If the answer is “Yes, he has taken my folder and torn it up,” ask, “Anything else?”
 - You might then hear, “Yes, he spits on me when I’m on the playground

The point is that as an individual incident it could appear petty and insignificant unless it is put into context. By asking the right questions and taking the time to listen, parents and teachers can often uncover a pattern of bullying behavior. Most children fail to talk to adults about bullying behavior, both at school and at home. They may feel embarrassed, ashamed, guilty, or afraid that if they tell us it will make the situation worst. Children do have reason to fear; many adults fail to understand the severity of what is going on or what to do about it. What can we do?

- The first step is to become more informed on the issue of bullying actions - such as harassment, bullying, hazing, and intimidation.
- The next is to make bullying a subject that the child feels free to talk about at home and in school.
- For more information, <http://www.stopbullyingme.ab.ca/areyoubully.shtml>

TRANSPORTATION GUIDELINES

APPENDIX E

Transportation Guidelines

The following "Transportation Guidelines" were developed to provide a safe and efficient pupil transportation service for all Grand Ledge Public School (the "District") students eligible to ride a Grand Ledge school bus.

School bus transportation will be scheduled and routed by individual school building attendance boundaries. AM/PM bus stop locations in subdivisions and established neighborhoods are designed to accommodate all students assigned to each bus stop. The law does not require that Kindergarten students must be picked up at home. Typically, these bus stop locations will remain consistent from year to year. All bus stop locations must meet strict State of Michigan Law and Michigan Department of Education regulations regarding traffic visibility, the distance from other bus stops and roadway intersections.

Students will only be assigned to one "to school" and one "from school" bus stop location on a Monday through Friday basis. Either of these bus stop locations may be for a residence and/or child care provider. Any exceptions or emergency situations must follow district guidelines AND be approved in advance on a daily basis by the building administrator.

All student information changes (i.e., address, contact information, etc.) should be made in our Update Registration site, www.update.glcomets.net. Parents who communicate child care provider locations prior to July 1 of each school year will have every opportunity to have their child care provider location scheduled in with the school bus route design. All child care provider bus stops must be within the boundaries of the school the student will be attending and, on a road or street that is already traveled by an existing bus route. After July 1, no changes will be made to existing routes for child care purposes.

Some students will need to cross the roadway. Training, direction, demonstrations and on-going education is provided by the bus drivers and transportation staff. During the school year, transportation services will begin as soon as possible after the student is registered. However, depending on the circumstances, it may take a few days for scheduling.

The Michigan Department of Education (MDE) guidelines for school bus stops clearly indicates that it is the District's responsibility to develop legal bus stops for students (using the MDE criteria) and it is the parent's or child care provider's responsibility to get the child to and from the bus stop safely. Therefore, parents and the District must work together to provide a safe and efficient pupil transportation system. The District has a transportation policy which requires students to walk to school if they live a specified distance from their school of attendance. The distance is 1-1/2 miles for secondary students and 1 mile for elementary students. These distances may be modified for safety concerns. However, under MDE guidelines, students who ride a school bus may be expected to walk similar distances based on grade levels to their assigned bus stop. The concept focuses on younger students walking less or shorter distances to a bus stop and older students walking farther to a bus stop.

The following guidelines are utilized in developing safe and efficient bus route schedules for the District. The numbers represented are approximate distances. Some students may find themselves walking farther than other students to and from their stop due to bus routing design or the location of their residence in relation to the bus stop location.

Walking Distance Thresholds

Within Subdivisions and Developed Residential Areas:

(Speed Limit is 25 mph or less)

- A. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized bus stop within the subdivision.
- B. Kindergarten through second grade students may walk up to 1,000 feet (if walking with other students) and up to 600 feet (if they are walking alone) to and from a bus stop if sidewalks are available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized bus stop within the subdivision.
- C. Third through sixth grade students may walk up to 1,000 feet to and from a bus stop, if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or childcare provider and be identified as a centralized group or single student stop.
- D. Third through sixth grade students may walk up to 5,280 feet to and from a bus stop if sidewalks are available and they are walking with other students. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a centralized group or single student stop.
- E. Secondary students may be required to walk up to 7,900 feet to and from a bus stop which may be located at the main entrance of their subdivision or main road intersection leading to their residential areas whether or not sidewalks are available. If for safety reasons, the school bus is not scheduled or is unable to stop at the entrance to a subdivision or residential area, these students may be required to walk to a centralized bus stop location, which may be out of the sight of their residence and outside their subdivision. The bus stop may be identified as a group or single student stop. They may also be required to cross the street at their bus stop under the red flashing school bus lights.
- F. Private Drives: The District is not required to travel on private drives or private roads to transport students to and from school. If the District determines that it is necessary to enter a private drive, then the owner(s) must provide written permission holding the District harmless for any property damage and must provide a passable and well maintained drive or road able to support the weight of a loaded school bus

Outside Subdivisions or Developed Residential Areas:

(Speed Limit is greater than 25 mph and less than 45 mph)

- A. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.
- B. Kindergarten through second grade students may walk up to 1,000 feet (if walking with other students) and up to 600 feet (if they are walking alone) to and from a bus stop if sidewalks are available. These students may be required to

cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.

- C. Third through sixth grade students may walk up to 1,000 feet to and from a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.
- D. Third through sixth grade students may walk up to 2,640 feet to a bus stop if sidewalks are available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and identified as a group or single student stop.
- E. Secondary students may be required to walk up to 5,280 feet to a bus stop whether or not sidewalks are provided. They may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence and be identified as a group or single student stop.

Outside Subdivisions or Developed Residential Areas:

(Speed Limit is 45 mph or greater)

- A. Kindergarten through second grade students will have their bus stop location established in close proximity (within 300 feet) to their residence or child care provider if sidewalks are not available. Students in this category will only cross the road at their bus stop under special conditions and with parental awareness. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student bus stop.
- B. Kindergarten through second grade students may walk up to 600 feet (if walking with other students) and up to 300 feet (if they are walking alone) to a bus stop if sidewalks are provided. Students in this category will only cross the road at their bus stop under special conditions and with parental awareness. This may increase the riding time for these students. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group of single student bus stops.
- C. Third through sixth grade students may walk up to 300 feet to a bus stop if sidewalks are not available. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.
- D. Third through sixth grade students may walk up to 1,320 feet to a bus stop if sidewalks are provided. These students may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence or child care provider and be identified as a group or single student stop.
- E. Secondary students may be required to walk 2,640 feet to a bus stop whether or not sidewalks are provided. They may be required to cross the street at their bus stop under the red flashing school bus lights. Their bus stop may be out of the sight of their residence and be identified as a group bus stop.

Possible Conditions to Enter Subdivisions:

- 1. Age of students: (i.e., elementary students).
- 2. The school bus is at the end of a route and must turn around.
- 3. There is no legal place to establish a bus stop at the subdivision entrance.
- 4. Considered if district routing can reduce operational costs by reducing time and mileage.
- 5. Extremely large concentration of students at subdivision entrance and no sidewalks available.
- 6. Temporarily enter for road or building construction or specialty issues: i.e., sex offenders or predators identified in walking plans, high crime concerns, excessive amounts of commercial traffic, dangerous traffic flow and/or other dangerous conditions, utility work, etc.

Student Safe Riding Bus Rules

1. Students are forbidden to do anything that is detrimental to the health and safe transportation of all passengers and the driver.
2. Students are forbidden to throw any objects within the bus, out of the bus, or at the driver and other passengers.
3. Students are forbidden to hold on to, or touch in any way, the outside of the bus while it is in motion. Students shall not extend anything out of the windows at any time, (themselves, books, papers, etc.).
4. Students are not permitted to possess, use, or distribute any tobacco products, vaping devices/e-smoking devices, alcohol, illegal substances, or narcotics in any form on the bus.
5. Students will not mutilate or deface a bus in any manner. Students who damage a bus in any way will be responsible for restitution reflected in the total damage.
6. Students will not fight or bully other persons.
7. Students will only use the emergency door in case of an actual emergency.
8. Students are forbidden to use loud, profane or obscene language.
9. Students will not tamper with any mechanisms or switches, including the door, driver controls and safety equipment.
10. Students are forbidden to carry weapons of any nature on board the bus.
11. Students will not be allowed to bring anything on the bus which cannot be held safely on their lap or placed directly under their seat. No objects of any kind may be placed in the aisles, (musical instruments, books, lunches, special projects, etc.).
12. Students are forbidden to have fireworks, smoke bombs, or any substance which is hazardous in nature, toxic or flammable. These items are strictly forbidden to be transported on a school bus.
13. Students must be at their designated stops five minutes before the bus arrives. After the driver turns off the flashing lights, they may not pick up any other students at that stop. Drivers may not wait for tardy students.
14. Students should wait orderly and patiently at bus stops. If the bus stop is at an intersection with no sidewalks, students should stand along the edge of the roadway. Students should not move to board the bus until it has completely stopped and the door is open. Students crossing must wait for the red flashing lights to be activated and also the bus driver signal.
15. Each student boarding the bus will locate a seat, (if not already assigned) sit down and stay in that seat until arriving at their destination.
16. Students should not attempt to reserve or "save a seat" for their friends.
17. Students must stay in their seats and in a sitting position when the bus is in motion.
18. Students may be required to sit three in a seat when necessary.
19. Students will be assigned seats by the driver when necessary.
20. Students should not leave their seats to exit, until the bus has come to a complete stop.
21. Students will observe the following rules if it is necessary to cross the road after leaving the bus:
 - a. Make sure the bus is completely stopped.
 - b. Cross 10 feet in front of the bus, within sight of the driver.
 - c. Look both ways, then, if it is safe, proceed across the road in front of the bus.
 - d. Walk; do not run, in front of the bus when crossing the road.
22. Students may not eat on the bus while it is in motion.
23. Students are expected to help keep the bus clean and sanitary on the inside.
24. Students will not put down the windows unless the driver gives them permission.
25. Students will not bring animals on the bus. This includes all reptiles and pets.
26. Students must get off the bus at their regular assigned bus stop. Students requesting bus stop changes must have prior written permission and approval.

School Bus Point System

Point s	Discipline	Disciplined by
0 – 2	Warning, Front seat assignment	Bus Driver
3 – 5	One-day Suspension	Transportation Supervisor
6 – 8	Three-day Suspension	Transportation Supervisor
9 – 16	Five-day Suspension	Transportation Supervisor w/ Building Principal
17 – 20	10-day Suspension	Transportation Supervisor w/ Building Principal
21 – 39	90-day Suspension*	Transportation Supervisor w/ Building Principal
40+	180-day Suspension*	Transportation Supervisor w/ Building Principal

*A discipline hearing with the Superintendent may be necessary to reinstate bus rider privileges.

NOTE: 3 - 10 day suspensions may result in a mandatory parent meeting.

- The Bus discipline conduct form must be returned by the next school day or additional suspension from the bus may occur.
- Points will accumulate throughout the school year. Suspension from the bus may rollover to the next school year.
- School bus transportation is a privilege, not a right.

When your child is suspended from the bus, he/she may not ride any GLPS bus. Bus riding is a privilege, which may be revoked. Please help your child understand the importance of their behavior and the impact on safety to prevent further occurrences.

Grand Ledge Public Schools makes use of video recording cameras on some or all school buses. Video recordings are considered “educational records” and board policy strictly governs the access and use of any video recordings made.

Contact the Transportation Department at 517-925-5300 with questions or concerns.

Revised April, 2015

OFFICE OF CIVIL RIGHTS – STUDENT INFORMATION
APPENDIX F

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height, weight or marital status in its programs, services or activities.

The law simply means that your school cannot treat students differently. Knowing your rights is your first responsibility. Exercising your rights fairly, honestly and reasonably is your second responsibility.

If you or your parents/guardians would like more information about your rights as a student, please contact the Civil Rights Coordinator:

Director of Human Resources
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
(517) 925-5406

As the Civil Rights Coordinator, the Director of Human Resources will process and investigate all complaints of discrimination.

OFFICE OF CIVIL RIGHTS – GRIEVANCE PROCEDURES

APPENDIX G

GRIEVANCE PROCEDURES

FOR

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972

SECTION 504 OF THE REHABILITATION ACT OF 1973

AGE DISCRIMINATION ACT OF 1975

TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section 1

Any person believing that Grand Ledge Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Inquiries related to discrimination on the basis of disability should be directed to:

Executive Director of Student Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson
Grand Ledge, MI 48837
517-925-5410

Direct all other inquiries related to discrimination to:

Director of Human Resources
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson
Grand Ledge, MI 48837
517-925-5406

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after 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.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education 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) days of this meeting.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

NOTIFICATION OF UNIVERSAL SCREENING

APPENDIX H

Notification of Universal Screening

To: All Parents and Legal Guardians

Grand Ledge Public Schools (GLPS) supports the use of a multi-tiered system of support (MTSS) to meet the needs of ALL students. The *GLPS* MTSS includes tiers of academic and behavior support that can be matched to students' needs. Universal Screening of ALL students up to three times a year in reading, math, and behavior allows *GLPS* to identify students at risk and connect them to interventions to keep them on track for success. Students identified as at risk through Universal Screening are then considered for academic or behavior interventions. If it is determined your child may be eligible for an intervention, you will be contacted to obtain your permission.

The following universal screening measures are supported by *GLPS* and Eaton Regional Education Service Agency (Eaton RESA) and may be used with your student.

PELI

- The Preschool Early Literacy Indicators (PELI) is an assessment of pre-reading skills needed for success in kindergarten. The assessment is designed for preschool and pre-kindergarten students ages 3-5.

DIBELS

- DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. The DIBELS measures are brief measures of specific reading and/or math skills. DIBELS is recommended for grades K-5.

AIMSweb

- AIMSweb provides brief academic assessments in critical reading and math skills. AIMSweb is recommended for grades 6-8.

SRSS

- The Student Risk Screening Scale (SRSS) is used to identify students who may be at risk for behavioral concerns. The SRSS is recommended for grades K-12.

EWS

- Early Warning Systems (EWS) are used to identify students who may not be on track for graduation. The tool relies on student level data that is already available including indicators for attendance, course failures, GPA, credit attainment, and behavior. Use of EWS is recommended for grades 9-12.

If you have questions regarding any of the above, please contact:

Wendy Seida, Executive Director of Student Services

Dr. Steve Gabriel, Assistant Superintendent of Academic Services

If you would like to opt your child out of universal screening, please contact your Building Principal.

DISTRICT INTEGRATED PEST MANAGEMENT PROGRAM
APPENDIX I

ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

Grand Ledge Public Schools has adopted an Integrated Pest Management (IPM) program. Inherent with this is the District's efforts to reduce the use of pesticides as much as possible. While it may be necessary to apply a pesticide on occasion, it will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusions, etc. to prevent pests from becoming a problem.

The District will provide 48 hours advance notice of the application of a pesticide, other than a bait or gel formulation, at your child's school. The law requires notification using two methods: posting at entrances to your child's school and placing the notifications on the District's website www.glcomets.net. In an emergency (for example, bees' nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

Parents are also entitled to receive notice by first-class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail, please contact the Operations Department at 517-925-5430 to provide us your name, mailing address and the school your child attends.

You may review the District's IPM program or pesticide application records for your child's school by contacting the Operations Department at 517-925-5430.

7/22/09

DISTANCE LEARNING TARDY/ATTENDANCE POLICY

APPENDIX J

Distance Learning Tardy/Attendance Policy

Overview:

A vital part of our Distance Learning program is the use of live lessons. To meet this goal, students are expected to log into each teacher's Zoom classroom at the start of their scheduled class time. Arriving late or missing class disrupts the learning environment for all students and results in a loss of instruction.

In the distance learning program, there are three types of absences:

1. Explained (AE) – Absences due to personal illness, professional appointments, funerals, or serious personal or family problems. Arrangements for all work, tests, or quizzes missed due to an explained absence must be initiated by the student with all teachers prior to or upon the day of return. All make-up work must be completed and submitted to teachers in direct relation to the number of days absent, i.e. two days absent equals two days to submit all make-up work. Teachers reserve the right to prioritize any make-up assignments, tests, or quizzes within the make-up window.
2. Unexplained (AU) – Absences that are not in the explained category. In the case of an unexplained absence, the student may not receive credit for any homework or missed test during the absence.
3. School Related Absences (AS) – Absences due to a school field trip, college visit, athletic event or other school related activities. Arrangements for all work, tests, or quizzes missed due to a school related absence must be initiated by the student with all teachers prior to or upon the day of return. All make-up work must be completed and submitted to teachers in direct relation to the number of days absent, i.e. two days absent equals two days to submit all make-up work. Teachers reserve the right to prioritize any make-up assignments, tests, or quizzes within the make-up window

Reporting Procedures

In order to ensure that there is communication between families and the GLPS distance learning program around absences, families should follow these steps in event that a student will be absent:

- Documentation in the form of an email must be received by the principal for each absence.
- Documentation should be received the day of the student's absence.

Michigan Virtual and Other Third Party Providers

The GLPS distance learning program provides opportunities for secondary students, and in specialized circumstances, elementary and intermediate students, to take elective or specialized courses through Michigan Virtual or other third party providers. Attendance for these courses is recorded differently, per the Michigan pupil accounting manual. All students who take a Michigan Virtual or third party courses are expected to complete the following tasks when enrolled in these courses:

1. Students must complete the weekly communications with their mentor teacher
2. Students must complete and submit an assignment in each Michigan Virtual or third party provider on count day. Count day will be identified in advance by the GLPS mentor. If an assignment is not completed in a timely manner, the student will receive specific directions from the GLPS mentor and/or the program principal.

Tardies:

A tardy is defined as arriving to class more than 3 minutes late but less than 10 minutes late.

Less than 3 minutes late - Remind students that their clock at home may not be aligned to the teacher's clock, and work to align clocks to ensure timely attendance.

3-10 minutes late = Tardy Marked in PowerSchool

More than 10 minutes late = Absence; parents must communicate with program principal to be marked AE

1st tardy – Tardy is recorded by the teacher; Teacher reminds student

2nd tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians

3rd tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

4th tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

5th tardy – Tardy is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Log entry in PowerSchool; Administration contacted

6th tardy – Tardy is recorded by the teacher; Meeting with student, teacher, parent/guardian, and administration required

Absences:

Students are expected to attend all synchronous sessions and complete all asynchronous tasks, assigned by GLPS teachers and third party providers. In order to support students who struggle to regularly attend synchronous sessions or complete asynchronous tasks, the following progressive policy will be followed. Again, GLPS strives to find the learning environment that is best suited to the individual learner. Absences are cumulative by trimester.

An absence is defined as arriving more than 10 minutes late to class

All absences will count toward the attendance policy, except absences that are school related. AU absences require more "attention," but parents should be contacted by 5th and 6th AE absence to warn of potential loss of credit if student has more than 7 absences

1st absence – Absence is recorded by the teacher

2nd absence – Absence is recorded by the teacher

3rd/4th absence – Absence is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians

5th absence – Absence is recorded by the teacher; Teacher meets with student; Teacher communicates with parents/guardians; Administration contacted

6th/7th absence - Absence is recorded by the teacher; Meeting with student, teacher, parent/guardian, and principal required to develop a plan to prevent further absences

8th/9th absence - Absence is recorded by the teacher; Meeting with student, teacher, parent/guardian, principal, and assistant superintendent for academic services required to update the plan and to understand the attendance policy

10th absence - Student will be moved back to in person program at the next trimester

In collaboration with the principal and teachers, individualized plans for students may be built that deviate from the days outlined above based on extenuating circumstances.

Truancy

The Grand Ledge distance learning program will consider a student truant if:

- The student is absent unexplained (AU) from school for more than five consecutive days
- The student who is absent explained (AE) for more than ten (10) days in a thirty (30) day period
- The student is absent thirty (30) days or more in a school year.

Truancy may result in:

- Court Referral
- A student who is absent unexplained (AU) from school for ten (10) or more consecutive days will be dropped from Grand Ledge High School and must apply for re-enrollment.

F.A.Q.s

My student sometimes gets kicked from Zoom due to the internet. What should we do?

Students who are kicked from Zoom due to Internet issues should try to rejoin Zoom and should email the teacher to let them know what is happening.

DISTANCE LEARNING ZOOM POLICY

APPENDIX K

Distance Learning Zoom Policy

Overview:

A vital part of our Distance Learning program is the use of live lessons. To meet this goal, students are expected to log into each teacher's Zoom classroom at the start of their scheduled class time. During class, students are expected to have their cameras turned on and actively participate in lessons. Students are required to remain in their Zoom class until dismissed by the teacher.

1st Violation

Warning and request for student to turn camera on/rejoin class

2nd Violation

Warning and request for student to turn camera on/rejoin class

Parent/Guardian contacted

3rd Violation

Request to turn camera on/rejoin class

Parent/Guardian contacted

Minor Behavior log entry in Powerschool recorded

4th Violation

Same as the 3rd

Major Behavior log entry in Powerschool recorded

Administrator contacted

5th violation

Meeting with student/teacher/parent/administrator required

F.A.Q:

My student's camera does not work. What should I do?

Please request a district device. The district provided chromebooks are supported by the Grand Ledge technology department. Devices can be requested by completing the following form: [Student Technology Request 2021-2022](#)

My family's internet connection will not support using Zoom. What should I do?

Please request a district hot spot from the technology department by completing the following form: [Student Technology Request 2021-2022](#)

My student suffers from anxiety with being on camera. How will Grand Ledge accommodate this? Teachers primarily use focus mode in the Zoom lessons, which allows students to see only themselves and the teacher. Students may angle their cameras so that the top part of their head is visible, but part of the student must be visible on screen. Additional accommodations may be made through collaboration with the teacher, parents/guardians, student, and administrator based on individualized needs and circumstances.