

# **MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT**



## **2023-2024 STUDENT/PARENT HANDBOOK for MAISD Special Education Programs**

621 New Street  
PO Box 367  
Stanton, MI 48888  
Telephone: (616) 225-4700

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Montcalm Area Intermediate School District

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Building Principal for Seiter

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**CONTACT INFORMATION**

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Stanton, MI 48888  
Telephone: 616-225-4700

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## **School & Program Information**

### **William J. Seiter Education Center**

1401 E Van Deinse Ave Greenville, MI 48838

Phone: 616-225-4700

Office Hours: 8:00 AM to 3:30 PM

Student Hours: 8:05 AM to 3:05 PM

### **Montcalm Transition Center**

618 W Main Street Stanton, MI 48888

Mailing: 621 New Street Stanton, MI 48888

Phone: 616-225-5728

Office Hours: 7:30 AM to 3:25 PM

Student Hours: 7:50 AM to 2:50 PM

## **Program Supervisors**

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## **FORWARD**

This handbook summarizes official policies and administrative guidelines of the Board of Education and Montcalm Area ISD. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2021. If any of the policies or administrative guidelines

referenced herein are revised after July 1, 2021, the language in the most current policy or administrative guidelines prevails.

Please take a moment to become familiar with the following information and keep this handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please contact your teacher or program supervisor.

### **VISION OF THE DISTRICT**

***OUR VISION: MAISD will be an educational partner in building strong communities.***

***OUR MISSION: In partnership with its communities, MAISD provides innovative & effective learning opportunities for students, schools, and families***

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

It is the policy of Montcalm Area Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected classes. Inquiries related to discrimination should be directed to the MAISD Superintendent.

*Kyle Hamlin  
Superintendent  
Telephone: (616) 225-4700*

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **PARENT INVOLVEMENT POLICY**

#### ***District Parent and Family Engagement Policy***

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

- Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- Providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- Establishing and supporting a consistent and shared approach to child guidance and discipline;
- Providing for the proper health, safety, and emotional well-being for their child.

## ***Family and School Partnerships***

The Board encourages family involvement in the schools through programs and activities designed to increase family-school communications and to involve families in the development and implementation of educational policies and school programs.

The Superintendent or appointed representative is responsible for facilitating family involvement in the schools by affording special consideration to single and working families. In collaboration with families, schools will work to schedule meetings, programs, and events at times that support increased attendance.

MAISD strives to engage families in as many ways as possible. We know how important our relationship is in building the foundation for your child's academic, social/emotional and lifelong success. Families are encouraged to volunteer, provide feedback, and access or serve on the Parent Advisory Committee.

### **AGE OF MAJORITY – GUARDIANSHIP**

Upon reaching the age of majority [eighteen (18) years old], a student automatically becomes his/her own guardian unless court action is pursued to change this. School correspondence will be sent directly to the student. The student will be responsible for his/her attendance, disciplinary matters and personal conduct. Students at the age of majority must still comply with all school regulations and rules of conduct. A copy of the completed form will be sent to the student's parents. If guardianship has been established for a student, a copy of the guardianship paperwork must be kept in the student's file.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the school nurse. If minor, the student will be treated and may return to class. If medical attention is required, the nurse and/or teacher will follow the school's emergency procedures.

A student who becomes ill during the school day should notify their teacher immediately. A nurse or supervisor, along with the classroom teacher, will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **HOMEBOUND INSTRUCTION**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a health condition documented by a physician or physician's assistant.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Special Education Supervisor. The District will provide homebound instruction only for those confinements expected to last more than five (5) days.

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

## **SECTION I-GENERAL INFORMATION**

### **Enrolling**

Before enrolling in any MAISD program, all students must contact their resident school district special education coordinator and/or director. Through the IEP process, students may be placed in the MAISD programs. After an IEP places a student in an ISD program, parents will complete the MAISD enrollment process prior to the student starting in a program. Parents/Guardians must update forms and enrollment/demographic information through the PowerSchool Parent/Student Portal annually. In collaboration with local districts in Montcalm county, MAISD supports the continuum of services for students with disabilities. Programs operated by Montcalm Area ISD that are housed within a local school district building are referred to as ISD/Local Center programs. Our center based programs are housed at Seiter Education Center. Programs for young adults are housed at the Montcalm Area ISD Transition Center.

### **Scheduling and Assignment**

Classroom and/or individual student schedules are provided to each student and their parent/guardian at the beginning of the school year or upon enrollment. Schedules are developed based on the student's grade-level, instructional needs and course/credit requirements. Any changes in a student's schedule should be discussed and communicated to the student and their parent/guardian. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **Early Dismissal**

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

### **Withdrawal from School**

Any parent/guardian who wishes to withdraw their student from school should contact their program supervisor. A student who is his/her own guardian and wishes to withdraw from their program, should contact their program supervisor.

### **Control of Casual-Contact Communicable Diseases and Pests**

#### **Immunizations**

- a. A parent/guardian/responsible adult applying to have a student enrolled for the first time in a District must present, at the time of registration, a copy of immunization records or statement of exemption. The immunization record must demonstrate that the child has received all required doses of vaccines or that the child has received at least one dose of each of the required vaccines and is waiting to receive the subsequent doses at appropriate time intervals. (A copy of the Current Immunization Requirements pamphlet is available from the Michigan Department of Community Health.)
- b. The local County Health Department will communicate certain circumstances in which a required vaccine may be waived or delayed. The Local County Health Department will supply the necessary forms for exemption.
- c. The school will submit additional required immunization reports as required by law. The Local County Health Department will communicate immunization requirements each year.

#### **Communicable Diseases Spread by Casual Contact**

- a. Parents/Guardians will be informed to keep children home when they are ill.
- b. Students who have unexplained symptoms of communicable disease (as follows) may be excluded from school:
  - Fever – above 100.5
  - Sores on skin with pus or liquid drainage
  - Rash or blisters
  - Diarrhea – (more than two (2) stools in twenty four (24) hours)
  - Vomiting – two (2) or more times in twenty four (24) hours
  - Cough that disturbs normal activity
  - Tiredness that prevents normal activity
  - Complaints of sore throat
  - Shortness of breath
  - Wheezing
  - Chills
  - Stiff back or neck
  - Abdominal cramps or pain
- c. When students have a communicable disease, they will be cared for in an area away from other staff or students until they are sent home. It is imperative that those who come in contact with the child follow procedures to

prevent spread of communicable diseases when caring for sick children. The school nurse will advise on the need to contact the Emergency Medical System (EMS).

- d. Parents/Guardians will be informed that the child needs to be taken home because of a possible communicable disease. If parents/guardians cannot be reached, school personnel will attempt to reach emergency contacts. If they cannot be reached, school staff will contact the school nurse for advice on the urgency of the need for a medical evaluation of the child. The school nurse will advise on the need to contact the Emergency Medical System (EMS).
- e. The symptoms must be gone without the aid of medication for 24 hours, or the student must have a doctor's note in order to return to school the following or subsequent days.

#### *Antibiotic Guidelines*

*When an antibiotic is prescribed the student was infectious. The student needs to remain at home at least one (1) full school day between the day the prescription starts and the return dates. In addition, the student's temperature must be back to normal (98.6) without the aid of fever-reducing medication. Doctors report that within 24 hours of the start of an antibiotic, the contagious period is usually over and the child usually feels better. This guideline will prevent the unnecessary spread of infectious germs and it gives an ill student individual attention in a home setting.*

- f. The school nurse may be consulted for suspected communicable diseases. The school nurse will refer to the American Academy of Pediatrics Redbook and/or the Local County Health Department Communicable Disease Unit to guide in determining control measures and need for EMS.
- g. Schools will report suspected communicable diseases as required to the Local County Health Department Communicable disease Unit on the IP-10 Forms. (The form is available from the County Health Department). The Communicable Disease Unit will be notified immediately if the following diseases are suspected/diagnosed: anthrax, botulism, haemophilus influenza, Hepatitis A, Hepatitis-unspecified, Legionellosis, Leprosy, Leptospirosis, Listeriosis, Measles, Meningitis, Mumps, Pertussis, Plague, Poliomyelitis, Q fever, Rubella, E coli, Tuberculosis, Tularemia, Typhoid fever, or viral hemorrhagic fevers.
- h. The district will follow recommendations of the County Health Department Medical Director or designated staff for the control of communicable diseases.
- i. If school personnel disagree with a licensed healthcare provider regarding the return of a student with a communicable disease, they may notify their student's program supervisor. The program supervisor will contact the school nurse who will do an assessment and consult with the County Health Department Communicable Disease Unit for advice. The District may seek a second medical opinion. The student will not be allowed to return until the District is sure that the condition is no longer contagious.

### **Control of Non Casual-Contact Communicable Diseases**

#### **Rights of Students**

- A. A student with an infection not known to be spread by casual contact has the same right to attend school and receive services as any other student and will be subject to the same rules and policies.  
A student with an infection not known to be spread by casual contact cannot be discriminated against because of his/her medical condition. Such an infection cannot factor into decisions regarding student class assignments, privileges, or participation in all school-related activities.
- B. If a student's parent/guardian, or a student twelve (12) years of age or older, wishes to disclose the student's infection to school personnel, that party may contact the school nurse. The school nurse will assist the parent/guardian or student in developing an individualized healthcare plan (IHP). The nurse will assist the

parent/guardian in determining the need to inform or meet with other school personnel. The school nurse may consult with others without revealing the identity of the student.

- C. If there is reasonable cause to believe that a student's disease is substantially limiting one or more major life activities (e.g., walking, seeing, hearing, speaking, breathing, learning, caring for self, or performing manual tasks) and that the student needs specialized accommodations in order to participate in school activities, the student should be referred for an evaluation according to the school District procedures under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. The referral should be made by the school nurse.
- D. If there is reason to believe that a student's infection is significantly affecting school performance and that the student may need special education services in order to benefit from education, the student should be referred for an evaluation according to the school District procedures under the Individuals with Disabilities Education Act (IDEA). The referral should be made to the program supervisor. The program supervisor will contact the school nurse for assistance with the evaluation process.

### Confidentiality

- A. Students/Families are not required by law to disclose bloodborne pathogen infection status to anyone in the education system.
- B. No information regarding a student's HIV status will be disclosed to any individual or organization without a court order or the informed, written, signed, and dated consent of the student's parent/guardian or the student twelve (12) years of age or older.
- C. The written consent must specify the name of the recipient of the information and the purpose of the disclosure. The name of the specific bloodborne infection must be identified on the consent form. Without such, any consent provided by the parent/guardian or the student twelve (12) years of age or older is invalid. The consent form is a confidential document. It is valid for one (1) year and must be renewed annually to continue sharing information and can be rescinded at any time by written request.
- D. If a staff member is told by a parent/guardian or a student him/herself about the student's infection, that staff member must obtain a signed, written consent from the parent/guardian or the student twelve (12) years of age or older before the staff member can disclose the student's bloodborne infection to anyone, including another staff member. Violation of this confidentiality is cause for disciplinary action or personal liability for a civil suit.
- E. All health records, including prescription authorization forms, notes of meetings, proceedings, telephone calls, copies of written consents, and all other documents will be kept separate from school education records and be securely locked with access limited to only those persons whom proper consent has been granted.
- F. Any verbal communication about individual students with a bloodborne pathogen infection must be restricted to persons who have consent from the student's parent/guardian or the student twelve (12) years of age or older. The conversation must occur in a private area, away from other adults and students.
- G. Administration of medication to a student with a bloodborne pathogen infection must ensure the confidentiality of the student's infection diagnosis status.

### Universal Precautions

- A. The routine procedures shall be used and sanitation facilities will be available for handling blood or body fluids within the school setting or school buses. Appropriate school personnel will be trained in the proper procedures for handling blood and body fluids. Those procedures will be strictly adhered to by all school personnel.
- B. School personnel will follow protocols to care for students who are exposed to blood or body fluids. (See Appendix A Bloodborne Pathogens – Care of students or staff with possible exposure to blood or body fluids.)

- C. Instruction on the principle modes by which blood borne pathogens are spread and the best methods for restriction and prevention shall be made available to students, and in-service education provided to all staff members. Information concerning the policy and procedures will be included in district communications to parents/students.

### **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

#### ***Emergency Information***

Parents are asked to complete an emergency information card on each student. This information is vital in case of illness or emergency at school. It is the responsibility of the parent to update the emergency card as soon as changes occur. When providing emergency contacts, please give name, cell phone and work numbers, at least two (2) emergency contact numbers.

### **Use of Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the office of the supervisor/principal. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) or legal guardian, and that student.

#### ***Storage and Access to Medications at School***

Over the counter medications cannot be given for longer than fifteen (15) days without a physician authorization. If over the counter medication (Tylenol, Motrin) is stored at school on an "as needed" basis for the school year, a physician signature is required.

#### ***Asthma Inhalers and EpiPens***

Schools (K-12) are now required to have two (2) auto-injectable epinephrine devices, usually known as EpiPens. Each school building must also have one (1) or two (2) staff members trained to administer the devices for students or adults having an anaphylactic reaction.

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EpiPens) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **Administration of Medication by School Personnel**

### **Administration of Medication**

Medication may be administered to students only according to the following conditions indicated below.

Parents/Guardians are urged to give medication at home and/or on a schedule other than during school hours. If it is necessary that medication be administered to students during school hours, the following regulations must be followed:

#### **1. Administration by School Personnel**

- A. The parent/guardian must request in writing that the school administer medication in compliance with licensed prescriber's written instructions. Written instructions from the parent/guardian and licensed prescriber must include the name of the student, the name of the medication, dosage, time to be administered, route of administration, and the duration of administration and must accompany the medication. The parent/guardian or responsible adult must:
  1. Bring the medication in an original container or current prescription container directly to the school office and give the medication to an adult staff person; or
  2. Have the pharmacy from which the medication was purchased deliver the medication directly to an adult staff person in the school office.
- B. All controlled substance medications will be counted and recorded in the student's health record upon receipt from the parent/guardian.
- C. The school nurse shall review the medication consent and confirm that the label and plan for administration are in concurrence and safe as soon as possible after they are received. Oral medications may be placed in a cassette by the school nurse according to District procedures. Expiration dates for medications will be noted in the student's health record.
- D. The medication must be administered by an administrator or staff person(s) designated by the administrator.
  1. The administrator will designate one or more persons to administer all medication in the building. Designation for medications administered via various routes such as inhalation, injections (subcutaneous, intramuscular, or intravenous), optic, otic, rectal, or gastrostomy must comply with the Delegation policy.
  2. School staff members administering medication must satisfactorily complete the training provided by a District school nurse. The training is to include District policy and procedures regarding medication administration and documentation of individual completion of training. Staff administering medications may be required to participate in training again if the medication audit is not satisfactory or if additional training is needed as determined by the school nurse. Documentation of medication training shall be recorded on the Medication Administration Certificate of Attendance and this certificate will be kept in the medication book in the school. A copy will also be kept on file in the District Office.
  3. Medication must be administered in an appropriate place so as to preserve the dignity of the student. Whenever practical, the school administrator, teacher, or other school employee designated by the school administrator to administer the medication to the student, will administer the medication in the presence of another adult. Another adult is not necessary if the individual administering medication is a licensed professional nurse as described by Michigan School Code, Section 380.1178.
  4. The individual student log of all medication administered shall be kept in written or electronic format for a period of seven (7) years beyond the expected date of graduation. The log is to include the name of the student, medicine, dosage, time administered, and identification of the person administering the medication.
  5. If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make correction in the log.

6. Medication must be kept in a locked container, drawer, or cabinet. Emergency medications may be stored in an area readily accessible to the individual designated to administer them. If emergency medications are NOT stored in the main office, the location where they are stored will be noted on the student's Emergency Action Plan.
  7. Field Trip Procedure – Individual student's medication will be placed in a Field Trip Envelope by a nurse. This envelope will be labeled with the date, student's name, medication name, dosage, and time of administration. This envelope will be carried by an adult staff member certified to administer medication.
  8. The administration of medication must cease at the written request of the parent/guardian or at the end of the time period of the prescription.
  9. Changes in the medication dosage may only be made according to the written instructions of the student's licensed prescriber and parent/guardian.
  10. The student's parent/guardian or adult students shall provide the school with a prescription renewal at least annually for students needing to receive medication over a length of time. Renewal orders and medication supply will be the responsibility of the parent/guardian or adult student.
  11. Nurses will coordinate administration of medications according to nursing protocols and District policies.
  12. Medication left over at the end of the school year shall be picked up by the parent/guardian or a responsible adult. The school will appropriately dispose of the medication that is not picked up and record this disposal on the Medication Comments form. Disposal should be witnessed by a second adult and be documented.
  13. If an adverse reaction to the medication occurs, the parent/guardian should be notified and, if necessary, staff should call 911 for emergency services. The school nurse will be consulted first for any non-emergency concerns or questions.
- E. Nurses will evaluate administration of medications and provide annual reports to the district office to adjust training and practice as indicated.

## 2. Administration by Student

While it is recommended that medication be administered according to the above conditions, students may keep medication with them and self-administer it under the following listed conditions. Self-administration shall be disallowed if there is misuse by the student.

- A. The parent/guardian or adult student must inform the school in writing that the student will have said medication (prescribed or non-prescribed) and will be self-administering. Notification must include exact dosage, the name of the student, name of the medication, time to be administered, route of administration, duration, and the written consent for self-administration by the licensed prescriber.
- B. The medication must be carried in a properly labeled container.
- C. Only enough medication for one (1) day may be kept by the student. However, students may carry inhalers or insulin that contain multiple doses.
- D. The medication must not be stored in the student's locker.
- E. A written request for student self-administration must be received annually or episodically.
- F. Teachers will be informed of students who will be in possession of medications for self-administration.

## 3. Non-Compliance of Policy and Rules

- A. The parent/guardian will be notified of students observed with or taking medication in violation of this policy and rules.
- B. Discipline Policy will be followed where appropriate for violations of this policy and rules.
- C. Where the previously described conditions are not satisfied, staff shall refuse to continue the administration of the medication, unless failure to administer the medication would create a life-threatening situation.

Where conditions are not satisfied, parents/guardians will be immediately notified that staff will not administer medications until conditions are satisfied.

- D. If an error is made in administering medications, such error must be reported immediately to the building administrator and the school nurse. The parent/guardian must be informed of the error and a physician consultation suggested. An incident report should be filed and a copy sent to the District Office.

#### 4. Optional: Administration of Acetaminophen or Ibuprofen

- A. The school nurse is allowed to administer Acetaminophen or Ibuprofen to high school students in accordance with health program procedures and with parent permission.

#### **Chickenpox**

Chickenpox does not warrant a doctor's visit or antibiotics. A student may return to school the day after all of the pox has scabbed over and has been dried for 24 hours. The infectious stage is over at that point, even though the scabs last another week or more.

#### **Immunizations**

An up-to-date immunization record is required prior to entry into school. Your local public health department will administer these immunizations at no cost. You may also choose to have these done by your family physician. Michigan law mandates that these immunizations are up to date or your child must be withdrawn or excluded from school.

It is now required that toddlers and younger students receive a HIB vaccination. (You may discuss the HIB vaccine with your physician, local health department, or school nurse.) Students with chronic health issues are strongly encouraged to get a flu, COVID-19 and/or pneumonia shot.

In certain cases, a brief waiver may be obtained and signed by the Health Department for immunizations, based on religious, medical, or philosophical reasons.

#### **Head Lice**

Any student with live lice (or nits within one quarter [1/4] inch of the scalp) may remain in school until the end of the school day. Immediate treatment at home is advised. An information sheet on head lice infestation and treatment options will be sent home with the child. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Any student with nits (farther than one quarter [1/4] inch from scalp) should be allowed in school. Parents should remove nits daily and treat if live lice are observed. Please bring your child to school for 2-3 consecutive days to be checked in the office before they can ride the bus or enter the classroom.

### **Individuals with Disabilities**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the program supervisor to inquire about evaluation procedures and programs.

### **Student Records**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

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

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

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

- A. Observations and ratings of individual students by professional staff members acting within their sphere of competency*
- B. Samples of student work*
- C. Information obtained from professionally acceptable standard instruments of measurement such as:
  - 1. Interest inventories and aptitude tests*
  - 2. Vocational preference inventories*
  - 3. Achievement tests*
  - 4. Standardized intelligence tests**
- D. Authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record*
- E. Verified reports of serious or recurrent behavior patterns*
- F. Psychological tests*
- G. Attendance records*
- H. Health records*
- I. Custodial arrangements*

*In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.*

*Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.*

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

*A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task*

*(such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).*

*"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.*

*The Board authorizes the administration to:*

- A. Forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;*
- B. Provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;*
- C. Report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;*
- D. Release de-identified records and information in accordance with Federal regulations;*
- E. Disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction; Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representatives of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)*

*This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.*

*While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either releases de-identified information or removes the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.*

- F. Disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related*

to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

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

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

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

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

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

#### Directory Information

Montcalm Area Intermediate School District does not publish a directory of student information.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board may disclose "directory information" on former students without student or parental consent.

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

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), or a telephone number. In order to review the instrument, the parent or eligible students, must submit a written request to the

*building principal or supervisor at least three (3) workdays before the scheduled date of the activity. The instrument will be provided to the parent within ten (10) business days of the principal/supervisor receiving the request.*

*This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.*

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

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

*The Superintendent shall also develop procedural guidelines for:*

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

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

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

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found at [www.maisd.com](http://www.maisd.com).

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the program supervisor. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

The School must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding the right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

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

### **Student Fund-Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community after approval of the program supervisor. No student is permitted to sell any items or service in school without the approval of the supervisor. Violation of this may lead to disciplinary action.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school will not be liable for loss or damage to personal valuables. The school reserves the right to store personal items brought to school and keep them in a locked cabinet, to be returned to the student if deemed appropriate.

### **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' right to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Annual Notice of the Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma**

Revised School Code 380.1278b(5) "the parent or legal guardian of a pupil, a teacher who is currently teaching the pupil, who currently teaches in or whose expertise is in a subject area proposed to be modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to developing a personal curriculum, or a school counselor or school employee qualified to act in a counseling role may request a personal curriculum...." An

emancipated student may request a personal curriculum on his or her own behalf. “If the request for a personal curriculum is made, the school district SHALL develop a personal curriculum for the pupil.”

### ***What is a Personal Curriculum?***

The Michigan Merit law allows a parent or legal guardian of a student who has completed grade nine (9) to request certain modifications to the state high school graduation requirements under limited conditions to ensure all students are effectively and consistently engaged in school regardless of need or disability.

A Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements.

The PC option allows the board of a school district or public school academy to award a regular high school diploma provided the student completes the requirements of the PC, including as many of the content expectations of the MMC as practicable.

A PC allows several flexible learning options, including:

- For any student, earning additional credit in specific subject areas and counting these credits toward meeting the state requirements.
- For students challenged with meeting Algebra II expectations, adjusting mathematics requirements.
- For students with an IEP, allowing modifications of the MMC necessary to demonstrate proficiency.
- For students transferring to a district from out of state or from a nonpublic school, modifications of requirements under limited conditions.

According to Michigan law, a PC can be requested by the parent or legal guardian of a pupil, the pupil’s current teacher, a school counselor, and an emancipated youth.

Regardless of who initiates the PC process, the parent/legal guardian (or emancipated student) and the resident district superintendent (or designee), with support from the MAISD program supervisor, must agree to the PC that is developed by the committee in order for it to take effect.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact the program supervisor or visit the district’s website at [www.maisd.com](http://www.maisd.com).

## **Meal Service**

MAISD programs follow the food service policies for the district or building in which they are housed.

- ISD/Local Center Program food services is contracted through the district in which they are located.
- Seiter Education Center food service is contracted through Greenville Public Schools.
- Transition Center crew members may bring money to purchase lunch from a restaurant (ex. Subway, McDonalds), bring a bagged lunch, or participate in the group lunch which they prepare daily. The cost for the group lunch is \$2/day.

## **Severe Weather and Emergency Procedures**

In the event of severe weather, fire, lockdown, or other conditions warranting the possible dismissal or closing of school, the following procedures will be followed.

### ***Emergency Closings and Delays***

On rare occasions, the weather or other external influences will necessitate a decision to close school operations. When your local school district is closed due to severe weather, MAISD Transportation will not travel in that district. If it is

announced on local radio and television stations that MAISD transportation will be closed, our buses will not be running. However, if the building that your child attends is open, you may bring your child to class at the appropriate time and pick it up at the end of the school day. If the school your child attends is closed due to weather or emergency, school will NOT be in session that day.

Announcements can be heard on television at channels WZZM13 and WOOD 8 or on the radio at B93.7 FM and WCUZ 101.3 FM.

Parents and students are responsible for knowing about emergency closings and delays. Parents have the option to enroll in our alert system. It is the parent's responsibility to make sure their student's PowerSchool Parent Portal information is up-to-date in order to receive notifications.

#### ***Tornado Watch (conditions exist that a tornado could occur)***

School will not be dismissed but will continue its normal routine. Weather observers will be posted at each building. Students will be released upon the request of their parents or legal guardians.

#### ***Tornado Warning (a tornado has been sighted in the vicinity)***

Students and staff will take cover according to the plan posted in each room. Students will only be released to the custody of their parents or legal guardian. All people will remain at their assigned places of shelter until school authorities are officially notified of the end of danger. Upon receiving notification, school will resume its normal operation. If the danger period extends beyond the normal dismissal time, students will be held until the danger period is over.

#### ***Tornado, Fire & Lockdown Drills***

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of staff communication regarding the type of incident.

For students in satellite programs, see the local district's policy for additional information.

#### ***Evacuations: Drills/Events***

Evacuation – Classroom/Building:

Evacuation of a classroom or area may be ordered by a staff member. The purpose is to move students away from potentially threatening situations that do not require full building evacuation.

An evacuation of a building is conducted to move students and staff out of the building by a pre-designated route (if usable) to avoid a potentially threatening situation(s) that involves the entire building. Evacuation of the building may be issued by a school administrator or local public safety agencies.

In the event of a building wide evacuation (including drills) students will be escorted to a predetermined safety zone outside of the building. All appropriate communities and MAISD emergency contact will be made. Students will remain supervised in the safety zone until precautions are no longer in effect. Parents will be informed of the event in a timely manner.

#### ***Fire Drills***

When the fire alarm sounds, all students and staff are to exit the building according to the fire exit procedure posted in each room. All individuals are to move away from the building to allow the passage of emergency and other vehicles. Students will return to their classrooms in an orderly manner when the all clear is given.

#### ***Lockdown Procedures***

A lockdown procedure is designed for a building crisis that would cause a lock down and isolation of the building until law enforcement and rescue people can help (i.e. gun discharge, hostage, etc.).

The type of protective actions taken will depend upon several factors, including the size, type and location of the incident, the types of weapons being used, the number of individuals involved, and the level of property destruction (if any) taking place. Unless otherwise directed, the Building Administrator or designee will decide the type of protective actions to take as soon as they are aware of the circumstances of the incident. Some emergency situations may require evacuation. Contingent upon the nature and special circumstances of the incident, evacuation may not be safe. It may be necessary to secure the office and classroom by locking or barricading door(s) for in-place sheltering.

### ***Unusual Situations***

In the event of any unusual/extraordinary situations, administration and staff will follow the school safety procedures, board policy, and the MAISD policy.

### **Preparedness for Toxic and Asbestos Hazards**

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

### **Public/Parent/Guardian Visitors to the Schools**

The Board encourages the public and parents/guardians to visit the District's schools and classrooms and directs the Superintendent or appointed representative to establish appropriate rules, regulations, and guidelines.

Parents/guardians may also visit their child's classes subject to the approval of school administration and the following guidelines. Parents/guardians are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

MAISD Board Policy requires that any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program. The background check, ICHAT, is only valid for one month.

Parent/guardian visits shall be made in accordance with the following guidelines:

- 1) Parent/guardian visits shall be requested in advance with the teacher, Principal, or Program Supervisor.
- 2) The Supervisor or designated representative(s) may accompany the parent/guardian on the visit.
- 3) Visitors are required to check in at the school office prior to the start of their visit, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.

To familiarize themselves with their child's learning environment, parents/guardians are also encouraged to come to planned conference evenings, school open houses, and visitation days.

- Parents are invited for visits to become acquainted with school instruction, programs, personnel, operation, and/or the facility.
- Parents/guardians are encouraged to offer their opinion after the visit, so as not to interrupt instruction.
- If a school visit leaves a parent/guardian with a concern, this concern should be discussed with the classroom teacher. If the issue is not resolved, the matter should be discussed with the program supervisor.
- Board members who have students in the schools and therefore have parental opportunities to converse with their student's teacher, ancillary personnel or administrator shall make it clear that they are speaking and/or visiting as a parent/guardian and not as a member of the Board.

Parents/guardians who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent or appointed representative shall ensure that the provisions of this policy are published in the appropriate handbook or enrollment packet and that copies are provided to visitors.

Legal Reference: Michigan P.A. 107, 2004

### **Use of Telephones**

School telephones are not to be used for personal calls. Students must be given permission to initiate a phone call or school staff will call on behalf of a student. Students may not use electronic devices without permission during school hours.

### **Use of Personal Communication Devices**

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs for activities other than contacting and/or video messaging while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior, such as sharing PCDs, that creates an unsafe environment will not be tolerated.

Also, during all school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored in a locked cabinet as directed by the administrator or sponsor.

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

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the program supervisor.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office or classroom. Students may use school phones to contact parents/guardians during the school day, with staff permission.

## **SECTION II-ACADEMICS**

### **Field Trips and Community Based Instruction**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. A FIELD TRIP CONSENT is given to parents at the beginning of each year and must be signed.

### **Grades/Progress Reporting**

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

All students K-5, along with students in grades 6-12 who are working towards a certificate of completion, will use the following grading scale to demonstrate proficiency of grade level content standards:

- 1=Not proficient, minimal progress on all grade level standards
- 2=Partially proficient, mastery of some grade level standards
- 3=Proficient, mastery of all grade level standards
- 4=Advanced, mastery of standards at or above grade level
- N/A=Not assessed

Students in grades 6-12 on a diploma track use the following grading system:

- 90 to 100 A = Excellent achievement
- 80 to 89 B = Good achievement
- 70 to 79 C = Satisfactory achievement
- 60 to 69 D = Minimum-Acceptable achievement
- F = Failure
- I = Incomplete
- CR/NC = Credit/No Credit

If grades are not assigned to students, progress reports on IEP goals and objectives will be provided to parents on a regular basis. Additionally, students may be assessed or evaluated using a numerical system to provide additional information regarding student growth.

### ***Grading Periods***

Students shall receive a report card (if appropriate) at the end of each marking period indicating their grades for each course of study for that portion of the academic term.

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

The student's resident district is responsible for issuing official credit.

### **Homework**

Student grades will reflect the completion of all work, including outside assignments.

### **Technology Policy**

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed during enrollment.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

## **MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT BYLAWS AND POLICIES**

### **7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern

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

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

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

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures.

The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information

- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

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

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Revised 3/12/10

Revised 5/12/11

Revised 6/12/12

Revised 11/20/14

Revised 12/11/17

### **Student Assessment**

All students are required to take state assessments in alignment with the assessment decisions made within their Individualized Education Plan. Beginning in the spring of 2016, Michigan high school juniors will take the College Board's SAT as their state-required, free college entrance exam instead of the ACT. The SAT is a globally-recognized test accepted by nearly every college in the nation.

Students in grades 3-7 will take English Language Arts and Math M-STEP assessments in the spring. In grades 5 and 8 Science and Social Studies will also be assessed. Students in grades 8-10 will take either PSAT 8/9 or PSAT 10. Students in grade 11 will take the MME, which consists of SAT, ACT Workkeys and the M-STEP summative assessment for Science and

Social Studies. For students on an alternate curriculum, Mi-Access Alternative Assessments are administered in grades 3-8 and 11.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the program supervisor to inquire about evaluation procedures and programs offered by the District.

## **SECTION III-STUDENT ACTIVITIES**

### **School-Sponsored Clubs and Activities**

The Board authorizes many student groups that are sponsored by the school. School-sponsored clubs and activities provide students the opportunity to broaden their learning through curricular-related and extra-curricular activities.

A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

For ISD/Local Center Programs, see the local district's building handbook policy for additional information regarding curricular-related or extra-curricular activities.

### **Non-school-Sponsored Clubs and Activities**

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

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

For ISD/Local Center Programs, see the local district's building handbook policy for additional information.

## **SECTION IV-STUDENT CONDUCT**

### **Attendance**

It is imperative that students be in attendance each school day in order to receive their offer of FAPE.

Once a student has reached ten (10) absences of any variety (excused and/or unexcused) in a trimester/semester, the parent of the student will be required to provide documentation from a medical doctor for any subsequent absences. The required excuse from a medical doctor must give the specific date(s) of the required absence(s) and furthermore, the medical doctor's excuse must be presented to the school office within three business days of the absence(s). Without the required medical doctor's clearance, any absences after the maximum of ten (10) will automatically be unexcused

and may cause the school to begin the truancy process on a student as mentioned in the attendance policy. Authorized exceptions to this policy, which may allow a student to exceed the maximum (10) number of absences, will be determined by the school administration and may cover: suspension, deviations from normal bus routine caused by inclement weather conditions, approved one-time family requested vacation, limited to five (5) consecutive school days per school year, and attendance to funeral with documentation provided by parent.

### **Truancy**

Unexcused absences from school (truancy) is not acceptable. Students who are truant may be denied credit for school work that is missed. After three (3) unexcused days of truancy in any trimester/semester, a student will be considered a “habitual truant” which may result in:

- Loss of participation in school activities/events and be assigned to an alternative setting;
- A poor work-ethic grade which will become a part of the student’s permanent record which no may be sent to employers and postsecondary schools;
- A hearing before a judge in a court of law;
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Excused Absences**

Students may be excused from school for one of the following reasons:

- A. illness;
- B. recovery from accident;
- C. required court attendance;
- D. professional appointments;
- E. death in the immediate family;
- F. observation or celebration of a bona fide religious holiday

Parents are encouraged to schedule their child’s appointments with doctors and dentists during non-school hours to the extent possible.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

### **Notification of Absence**

When a student is absent, the parent must contact the classroom teacher by the start of day and provide an explanation or a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused. If the absence of a student appears to be questionable or excessive, the school staff will contact the family to support student attendance.

If an absence is pre-arranged (such as a medical appointment), the parent should contact the teacher so that arrangements can be made to assist the student in making up for the missed school work. Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a physician.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action may follow.

Students in ISD/Local Center Programs will be expected to follow the absence policy in regards to homework for the local school district.

### **Tardiness**

Tardiness is discouraged, as it is disruptive to the day’s schedule. If your student is going to be tardy, please contact the classroom teacher. Students will be considered absent (not tardy) if they miss more than ten minutes of a class period.

### *Vacations during the School Year*

Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the School year, parents should discuss the matter with the program supervisor to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Code of Conduct**

A major component of the educational program at Montcalm Area Intermediate School District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### *Positive Behavior Interventions and Supports (PBIS)*

School-wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. The focus of PBIS is to prevent problem behavior, develop prosocial skills, and use data-based problem solving for addressing existing behavior concerns. School-wide PBIS will help schools educate all students with the use of research-based, school-wide classroom, and individualized interventions. (MDE Guide, p. vii)

School-wide PBIS provides a comprehensive framework that can be used by any school to design their own system of behavioral support(s) for all students. It also provides informed decision making, based upon data analysis that guides the process of assessing student needs and providing additional levels of behavioral support to students in need. School-wide PBIS provides a positive focus to encouraging desirable student behaviors. A set of universal expectations for behavior, positively stated, are established for all students in all locations of the school. These expectations generally promote core values such as respect, responsibility, and safety. Interventions and strategies are implemented to teach and reinforce these expectations. (MDE Guide, p. 2)

Behavioral expectations are specifically defined for each school-building in which special education programs are located and documented in the school and classroom behavior matrices.

### *Balanced and Restorative Justice Practice: Accountability*

When students engage in behavior that is not aligned with the school or classroom expectations, staff respond through teaching and reteaching expected behaviors, natural consequences, and the use of restorative practices.

Accountability is defined as taking responsibility for your behavior and taking action to repair the harm. Neither being punished nor following a set of rules involves taking full responsibility for behavior or making repairs for the harm caused. Punishment and adherence to rules do not facilitate moral development at a level that is achieved by taking full responsibility for behavior.

Restorative practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) affected by the behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future. To fully acknowledge responsibility for harm to others is a painful experience. It is, however, a process that opens up the opportunity for personal growth that may reduce the likelihood of repeating the harmful behavior.

Restorative Accountability Practices may include, but not limited to:

- **Restorative Justice.** Restorative justice focuses on righting a wrong committed and repairing harm done. The goal is to place value on relationships and focus on repairing relationships that have been injured. The victim and the wrongdoer have the opportunity to share with one another how they were harmed, as victims, or how they will work to resolve the harm caused, as wrongdoers.
- **Financial Restitution to Victims.** Restitution is technically the return of goods or money stolen or the repair of damaged property. Financial restitution is an attempt to repay or restore to the victim the value of what was lost.

MAISD may charge for damaged property/items based on individual circumstances. Failure to reimburse for damaged property may result in legal action (e.g. police report).

- **Personal Services to Victims.** Personal services to victims are services provided directly to victims. Personal services can strongly reinforce personal accountability by making them responsible directly to victims. It is the victim's right to choose whether a personal service is appropriate.
- **Community service.** Community service allows for individuals to restore a harm they may have committed to the school community by providing a meaningful service that contributes to their individual improvement.
- **Written or Verbal Apology to Victims and Other Affected Persons.** An apology is a written or verbal communication to the victim which describes the behavior and where the offender takes responsibility for their actions.

An additional strategy that could be utilized for significant and/or repeated behaviors, financial, personal and/or property restitution is Saturday school. When available, Saturday school is held at Seiter Education Center from 7:00 am to 12:00 pm. Administration will contact parents if Saturday school is required of their student.

\*Restorative Practices: Fostering Healthy Relationships & Promoting Positive Discipline in Schools, 2014

### ***Emergency Use of Seclusion and/or Restraint***

Every student and educator has the right to a safe, supportive learning environment. It is the responsibility of school staff to ensure that all members of the school community are safe. The use of evidence-based prevention strategies and interventions is a critical piece of creating a safe, supportive school environment. However, the reality of life in schools is that student behaviors sometimes conclude in infrequent but violent/dangerous situations. Emergencies can occur that require immediate staff response to a real threat of physical harm to the environment and schools. The Revised School Code Act 451 of 1976, states that schools must “provide for the safety and welfare of pupils at school or at a school sponsored activity or while enroute from school or a school sponsored activity” (Michigan Compiled Laws 380.11a(3)(b)). Therefore, a foundation of rules, rule training, rule enforcement, consideration of antecedent events, consistent use of consequences, and a structured schedule with learned routines should be established to avoid emergency situations.

All MAISD staff are trained in positive behavior supports (PBS) and trauma informed practices, along with non-violent crisis intervention from the Crisis Prevention Institute, Inc. (CPI) and instruction. These models are suggested approaches to aid children with challenging behaviors and support the State Board of Education’s policy on Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint/Nonviolent Crisis Intervention by using proactive strategies, ensuring the dignity of students, social skills training, de-escalation techniques, and identifying early signs in behavior that lead to potential crisis.

In a situation in which a student becomes an imminent danger to themselves or others and only as a last resort, staff may use emergency seclusion and/or restraint to allow the student an opportunity to regain control. In a situation in which school staff have utilized emergency seclusion and/or restraint, parents will be notified within 24 hours and documentation will be sent home with the student. School staff will connect with parents to debrief the situation and problem solve strategies to prevent the incident from reoccurring.

### **Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff’s responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a “safe” and “orderly” environment. Discipline is within the sound discretion of

the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### *Dress*

Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- No tank, tube, or spaghetti strap tops
- No Cut-off T-shirts or shirts that expose the midriff
- No short shorts
- No clothing that is considered sexually provocative, gang, or drug related
- No clothing that includes foul or suggestive language
- No clothing that advertises cigarettes, beer or liquor
- No jewelry that is dangerous, foul, suggestive, or otherwise inappropriate for school
- Underwear must be covered

If attire is not appropriate, based on staff discretion, alternative clothing will be provided. Students going on job sites are required to wear work appropriate attire.

### *Additional Considerations for Student Dress*

- Students will **not** be allowed to exchange or trade clothes/personal items/money with others during the school day.
- Except under unusual circumstances, students will not be allowed to change clothes during school (exceptions: changing for gym class or swimming).
- Students attending ISD/Local Center Programs must follow the local district's handbook policy regarding dress code.

### *Gangs*

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### *Care of Property*

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### *Nuisance Items*

Personal property brought to school will be with staff member permission only. If the student has such items at school that are disrupting the learning environment, the items may be confiscated. The school will not be responsible for the condition or return of such items.

## **Food**

Food items from home can only be eaten during lunch, except with staff permission.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. Students attending satellite programs will follow the operating building's discipline code of conduct.

## **Drug Free Schools**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- A. The school has a "Drug-Free" zone that extends 1000 feet beyond the School boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- B. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of other-the-counter medication to another student.

## **Use of breath-test instruments**

The program supervisor may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes, vapes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, vapes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

## **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the program supervisor to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### ***Possession of a Weapon***

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school subject to a petition for possible reinstatement if s/he bring onto or has his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (i.e. air gun, blow-gun, toy gun, etc.)

### ***Use of an Object as a Weapon***

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

### ***Knowledge of Dangerous Weapons or Threats of Violence***

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

In the event of a threat of violence or staff suspicion of a weapon, school staff will ask students to present the weapon. If a student does not comply or a weapon is not discovered and suspicion remains, school staff may search the student, including but not limited to use of a metal detection wand.

### ***Arson***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

### ***Physically assaulting a staff member/student/person associated with the District***

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### ***Verbally threatening a staff member/student/person associated with the District***

Verbally assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assaults may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

### ***Extortion***

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

### ***Gambling***

Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### ***Falsification of School Work, Identification, Forgery***

Forgery of excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

### ***False Alarms, False Reports, and Bomb Threats***

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

### ***Explosives***

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

### ***Trespassing***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in suspension or expulsion.

### ***Theft***

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the supervisor. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### ***Disobedience***

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

### ***Damaging Property***

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. In some instances, the student/parents can be made to pay restitution. MAISD may charge for damaged property/items based on individual circumstances. Failure to reimburse for damaged property may result in legal action (e.g. police report).

### ***Unauthorized Use of School or Private Property***

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

### ***Refusing to Accept Discipline***

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### ***Aiding or Abetting Violation of School Rules***

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### ***Displays of Affection***

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possible expulsion.

### ***Possession of Wireless Communication Devices***

A student may possess a communication or electronic device in school, on school property, at after-school activities, and at school-related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provide that the device remains off. Students are expected to follow classroom policy.

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

Except as authorized under Board policy, use of communication devices and electronic devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

- “Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be subject to suspension. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### ***Violation of Individual School/Classroom Rules***

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of the environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

### ***Violation of Bus Rules***

Refer to *Section V-Transportation and School Bus Policy*.

### ***Disruption of the Education Process***

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

### ***Harassment***

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (i.e. internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **MUST** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

#### **Harassment**

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

#### **Sexual Harassment, may include, but is not limited to:**

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.

#### **Hazing**

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

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

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### ***Bullying and Other Aggressive Behavior***

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

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

### ***Notification***

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

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

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

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

### **Implementation**

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

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

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

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

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

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a

telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**“Bullying”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**“Staff”** includes all school employees and Board members.

**“Third Parties”** include, but are not limited to coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

### ***Possession of a Firearm, Arson, and Criminal Sexual Conduct***

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

### ***Criminal Acts***

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when School rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### ***Safety Concerns***

Students should not use roller blades, bicycles, skateboards, scooters or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### ***Profanity***

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

### ***Discipline***

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. The handbook for the building in which the student attends may be referenced for disciplinary concerns.

If a student violates one or more of the handbook policies, they are subject to discipline. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

A student can be subject to informal or formal discipline. Informal discipline takes place within the school/classroom and includes but is not limited to: changing of a seat or location, lunch or after school detention, in-school restrictions or detention, loss of privileges, etc. Formal discipline includes suspension or expulsion. A suspension will be issued by the program supervisor. Expulsion will be discussed and issued by the student's local district school board. All expulsion procedures and policies will follow the student's resident district's handbook.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

- Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process,

- the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the program supervisor will then provide the student the evidence supporting the charges. After that informal hearing, the program supervisor will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within

two (2) school days after receipt of the suspension notice, to the program supervisor. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

### **Long-Term Suspension or Expulsion from School**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Resident District Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Resident District's Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license.

MAISD makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Resident District Superintendent.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **Search and Seizure**

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

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

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **Student Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A material cannot be displayed if it:

- a. Is obscene to minors, libelous, indecent and pervasively or vulgar.
- b. Advertises any product or service not permitted to minors by law.
- c. Intends to be insulting or harassing.
- d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Materials may not be displayed or distributed during class periods, or during passing times between classes.

Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the program supervisor twenty-four (24) hours prior to display.

### **Student Concerns, Suggestions and Grievances**

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

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

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

## **SECTION V-TRANSPORTATION**

### **Bus Transportation to School**

The student's resident district or the MAISD will provide transportation for all students who attend the school. Please contact the resident district or the MAISD Transportation for information.

### **Video Recordings on District Property**

The Board of Education has installed video cameras on District property to monitor student behavior. If a student violated the Code of Conduct and his/her actions were recorded on video, the recordings will be submitted to the Board and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal Law.

### **Self-Transportation to School**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:
  - Driver's license;
  - Insurance certificate;
  - Vehicle registration
- Parking lot speed limit is 5 mph.
- The student must obtain a permit and/or permission from the building principal or program supervisor. There may be a fee for the year.
- If a student's parking permit is suspended, no fees will be refunded.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student
- When the school provides transportation, students shall not drive to school-sponsored activities.
  - Unless written permission is granted by their parents and approved by the supervisor.
  - Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the supervisor.

## **DISTRICT COMPLIANCE LETTERS AND INFORMATION**

### **Equal Educational Opportunity**

The Montcalm Area Intermediate School District is an equal opportunities institution and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or U.S. military or veteran status.

- Any questions concerning Title VI of the Civil Rights act of 1964, which prohibits discrimination on the basis of race, color, or national origin, or
- Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap.

Concerns related to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex should be directed to the compliance officer: Associate Superintendent for Special Education, 621 New Street, P.O. Box 367, Stanton, MI 48888, Telephone: (616) 225-6158.

#### **Grievance Procedures for Title VI, Title IX, Sec. 504**

- A. Grievances may be filed by students, parents, and employees of the Montcalm Area Intermediate School District for alleged non-compliance with provisions of Title VI of the Civil Rights Act of 1964, of Title IX of the Education Amendments of 1972, and of Section 504 of the Rehabilitation Act of 1963.
- B. Such grievances shall follow the procedures listed below:
  1. All grievances shall be addressed in writing to the compliance officer listed previously.
  2. After investigation, the compliance officer shall inform the complainant of the results of the investigation and the action taken within thirty (30) calendar days after receipt of such complaint.
  3. If the complainant is not satisfied with the report of the compliance officer, the complainant shall file an appeal, in writing, with the school board within twenty (20) calendar days after receipt of the report of the compliance officer.
  4. The school board shall within twenty (20) calendar days of the receipt of the written request hold a hearing to determine what, if any, remedies are necessary to eliminate practices that are deemed discriminatory.
  5. The school board shall notify the complainant, in writing, of its decision within ten (10) calendar days of the date of the hearing.
  6. If the complainant feels that the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, DC 20201.

#### **Montcalm Area Intermediate School District Policy Manual**

The Board strongly encourages and welcomes the involvement of parents/guardians in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the programs of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parents/guardians participation that may include, but not be limited to: input on the ways that the District may better provide parents/guardians with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parents/guardians how to become more involved in their child's educational programs.

Students attending ISD Local Center Programs in the Central Montcalm or Greenville Public Schools are also subject to their policies and guidelines.

This handbook is not an exhaustive description of Montcalm Area Intermediate School District policies. Additional ISD Board policies can be found at [www.maisd.com](http://www.maisd.com).



## MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT

621 NEW ST. ♦ P.O. BOX 367 ♦ STANTON, MICHIGAN 48888-0367

TELEPHONE: 989.831.5261 ♦ TDD: 800.649.3777 ♦ FAX: 989.831.8727 ♦ WWW.MAISD.COM

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July 2021

Dear Parents/Guardians:

This is to remind you that the State of Michigan passed school safety laws in August of 1999, which you may have read about in your local school mailings. School policies and the student handbook have been amended to incorporate these laws.

The following is a summary of two of the school safety laws:

(Public Act 104 of 1999) requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion. The bill also requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats.

(Public Act 102 of 1999 (revised August 2000) requires school districts to suspend or expel a student for up to 180 days for student on student assaults. It also requires the Superintendent of Public Instruction, the Attorney General and a representative of the State Police to adopt, publish, and distribute a statewide school safety information policy. School districts and law enforcement agencies would use it to share information related to incidents occurring at school. The policy would outline the types of incidents and the manner in which the information would be shared. The bill further requires local school districts to report certain crimes to the Department of Education.

These laws are applied in conjunction with State and Federal regulations for Special Education students.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Hamlin', with a long horizontal flourish extending to the right.

Kyle Hamlin  
Superintendent

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Serving the districts of Carson City Crystal ♦ Central Montcalm ♦ Greenville ♦ Lakeview ♦ Montabella ♦ Tri County ♦ Vestaburg

It is the policy of Montcalm Area Intermediate School District that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, activity, or in employment for which it is responsible. Inquiries related to discrimination should be directed to: MAISD Superintendent, P.O. Box 367, 621 New Street, Stanton, MI 48888. (989-831-5261)



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July 2021

### Employees/Students of the Montcalm Area Intermediate School District

Montcalm Area Intermediate School District  
Montcalm Area Career Center  
Seiter Educational Center  
Montcalm Area Transition Center  
MAISD Transportation Department

Dear Employee/Student:

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the Montcalm Area Intermediate School District is required to make this notification annually.

The MAISD has complied, and is continuing to comply, with all aspects of AHERA. Buildings have been inspected, samples taken and evaluated, and a management plan written. The original inspection was made in 1989. AHERA requires a complete re-inspection of all buildings owned by the Montcalm Area Intermediate School District every three years. Such an inspection will be conducted and completed in July 2021. Periodic surveillance of designated areas is conducted every January and July.

A copy of the management plan which contains the inspection results, laboratory reports, and plans for the future, is located in the office of each building as well as in the office of the Designated Person for Asbestos at the Montcalm Intermediate School District, 621 New Street, Stanton, Michigan. This plan is available for inspection at your request. If you desire, a copy for your personal use can be made for you at a nominal cost.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kyle Hamlin', written over a light blue horizontal line.

Kyle Hamlin  
Superintendent

A handwritten signature in black ink, appearing to read 'Don Thompson', written over a light blue horizontal line.

Don Thompson  
Designated Person for Asbestos

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