

Comstock Park High School Student Handbook 2023-2024

Welcome to Comstock Park High School. Please read and know our school policies. Knowing and following the policies of Comstock Park High School is important to ensure a positive experience for all students. Our goal is to create a professional environment where all students learn at high levels. Please understand that in order for this to happen, we must each do our best to contribute to the culture of our school in a positive way. Best wishes for a school year full of challenges and successes!

Mrs. Kendra Faustin, Principal (254-5200)
 Mr. Tony Petkus, Assistant Principal (254-5200)
 Mr. Charlie Hess Athletic Director (254-5231)
 Mr. Tom McCutcheon, PBIS Coordinator (254-5200)
 Mrs. Julie Brown, School Resource Officer (254-5444)
 Mrs. Gina McCambridge, Guidance Counselor (254-5272)
 Mrs. Anna Stornant, Guidance Counselor (254-5214)
 Main Office Line (254-5200)
 Attendance Line (254-5201)
 Guidance Office (254-5211)

School Colors: Green and Gold
School Mascot: Panther
School Yearbook: Hilite
School Code: 230-695

Enrollment 2022-2023: 556, 9 through 12, Class B
Conference/League Affiliation: OK Conference, Silver Division

School Song: "Loyal to Comstock Park"
 We'll be loyal to you Comstock Park
 For we know you're true blue Comstock Park
 We'll back you to stay; we'll go all the way
 We'll be loyal to you Comstock Park, Rah! Rah!

Go Smashing ahead Comstock Park

Go get in the lead Comstock Park
 Our team is a fame protector on boys

For we expect a victory for Comstock Park!

Bring out that dear old flag of green and gold,
 And then we'll give a cheer that's really bold.
 We've got the men and women to reach the
 Goal as onward we go to meet the foe.

Bring out that dear old flag of green and gold,
 And then we'll give a cheer that's really bold.
 For we'll be loyal to you forevermore.
 Our Alma Mater, Comstock Park.



PowerSchool Link: <https://powerschool.cppschoools.com/public/>

| SCHEDULE | HALF-DAY SCHEDULE | TWO-HOUR DELAY SCHEDULE |
|-----------------------------------------------|-------------------------------------------|-------------------------------------------|
| <i>School hours</i> 7:50 a.m. to 2:40 p.m. | | |
| 1 st hour 7:50 - 8:40 50 min | 1 st hour 7:50 - 8:20 30 min | 1 st hour 9:50 - 10:20 30 min |
| 2 nd hour 8:45 - 9:35 50 min | 2 nd hour 8:25 - 8:55 30 min | 2 nd hour 10:25 - 10:50 25 min |
| 3 rd hour 9:40 - 10:30 50 min | 3 rd hour 9:00 - 9:30 30 min | 3 rd hour 10:55 - 11:20 25 min |
| Adv./Flex 10:35 - 11:20 45 min | 4 th hour 9:35 - 10:05 30 min | 4 th hour 11:25 - 12:50 |
| 4 th hour 11:25 - 12:50 | 5 th hour 10:10 - 10:40 30 min | 5 th hour 12:55 - 1:45 50 min |
| 5 th hour 12:55 - 1:45 50 min | 6 th hour 10:45 - 11:15 30 min | 6 th hour 1:50 - 2:40 50 min |
| 6 th hour 1:50 - 2:40 50 min | | |
| Lunch | EXAM SCHEDULE | Lunch |
| A Lunch 11:20 - 11:50 | 1 st Exam: 7:50 - 8:55 | A Lunch 11:20 - 11:50 |
| B Lunch 12:20 - 12:50 | 2 nd Exam: 9:00 - 10:05 | B Lunch 12:20 - 12:50 |
| | 3 rd Exam: 10:10 - 11:20 | |

TABLE OF CONTENTS

SECTION I - INTRODUCTION

- Forward 4
- Mission Statement, /Equal Education Opportunity 4
- Parent Involvement 4
- What Do We Expect of Students 4

SECTION II - GENERAL INFORMATION

- Enrolling In The School 5
- Transfer Out Of The District, Withdrawal From School 5
- Scheduling And Assignment 5
- Early Dismissal, Student Well Being, Injury, Illness, Immunizations 6
- First Aid, Emergency Medical Authorization, Use Of Medications 6
- Control Of Casual And Non Casual Communicable Diseases 7
- Homebound Instruction 8
- Limited English Proficiency 8
- Student Records 8
- Student Fees, Fines And Supplies 10
- Student Valuables 10
- Review of Instructional Materials And Activities 10
- School Closing, Safety Drills, Weather Policy 10
- Visitors, Evening Use Of Buildings 11
- Lost And Found 11
- Student Sales 11
- Use Of Personal Communication Devices 11
- Advertising Outside Activities 13
- Student Parking, Age of Majority, Lunch Room 13
- Daily Announcements, Hall Passes, Textbooks/Materials 13
- Change of Address, Lockers 14
- Assemblies And Outside Speakers, Dances 14

SECTION III - ACADEMICS

- Field Trips and Excursions 15
- Exam Policy, Homework, Make-Up Assignments/Tests, Graduation Requirements 16
- Student Assessment, Guidance Services 17
- Special Education Services 18
- Technology Code Of Conduct 18
- Academic Program And Curriculum Guidelines 19
- Contacting Teachers/Administrators, Powerschool 19
- Career Pathways 20
- KCTC 20
- Work Permits 21

SECTION IV - STUDENT ACTIVITIES

- School Sponsored/Non School Sponsored Clubs And Activities 21
- Student Leadership, National Honor Society 21
- Student Volunteers, Athletics 21

SECTION IV - SAFETY, SECURITY, AND CODE OF CONDUCT

- Expected Behaviors, Silent Observer, Fast 50 23
- Dress And Grooming 23
- Gangs, Care Of Property 24
- Title IX Sexual Harassment 24
- Student Discipline Code 37
- Progressive Discipline 51
- Due Process 52

- Student Discipline Expectations 52
- Student Discipline Code of Conduct Chart 56
- Discipline, Discipline Extracurricular Events 60
- Detentions, Social Probation 61
- Hallway Conduct, Personal Communication Device 61
- Academic Dishonesty 62
- Threats and Assaults, Drug Free Zone 63
- Closed Campus, Student Driving, School Buses 64
- School Bus Video Recordings, Pranks 65

SECTION V: ATTENDANCE

- Attendance Guidelines and Procedures 65
- Tardy Policy, Appeal Process to Regain Lost Credit Due to Attendance 68

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. 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 April 30, 2022. If any of the policies or administrative guidelines referenced herein are revised after May 1, 2022 the language in the most current policy or administrative guideline prevails.

MISSION STATEMENT

"Helping students find their pathway to success"

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Daniel Holden
Assistant Superintendent
616-254-5200

Complaints will be investigated in accordance with the procedures 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

District Parent and Family Engagement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

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 physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent or his/her designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, 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 instruction; present evidence of the student's ability to participate in an educational program.

WHAT DO WE EXPECT OF STUDENTS - PBIS

Comstock Park High School belongs to the student body and community. Be proud of this school. We expect students and staff to adhere to these three principles in their daily conduct:

Students should:

DO WHAT IS RIGHT. Think about your decisions and do the best you can in each situation to determine what you feel is right and then do it.

OWN YOUR MISTAKES. When you make a mistake (and you will make mistakes; we all do) don't hide from it, lie about it, or blame it on someone else. Take responsibility as soon as possible, apologize to those affected by the mistake, and do what you can to correct it.

TAKE CARE OF EACH OTHER. We are a community and we should look out for and take care of each other in all that we do.

[CPHS PRIDE Matrix](#)

GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- () unless enrolling under the District's open enrollment policy.
- () unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from [the school], the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the guidance office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office.

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.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

Students are not to leave the building during the school day except for the following reasons: doctor or dentist appointments or similar situations. In all cases, a student must have an early dismissal slip. These may be obtained by having a parent call the office requesting that they be allowed to leave. An early dismissal pass may be picked up at the office before school, between classes, at lunch period or before leaving the building. Students leaving the building for any reason must sign out at the Attendance Office. Parents picking up students that are ill must sign them out at the Attendance Office. Students must have permission from the office **before** they leave school grounds. Failure to get permission from the office will be treated as a closed campus violation.

STUDENT WELL BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office 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.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the district nurse.

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 at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

FIRST AID

Emergency first aid will be given when an accident occurs at school. All accidents or injuries requiring first aid should be reported immediately to the Principal's office. Parents will be contacted if treatment requires other than minor first aid.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
 - [] Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

- [] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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 (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal () or other chief administrator of the student's school.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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 physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent or his/her designee. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, 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 instruction; present evidence of the student's ability to participate in an educational program.

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 guidance office at (616) 254-5200 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 extra-curricular program offered by the District. Parents should contact the guidance office at (616) 254-5200 to inquire about evaluation procedures and programs offered by the District.

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 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 Comstock Park Public Schools Central Office.

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 Comstock Park High School main Office. 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. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the 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 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide 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 FEES, FINES, AND SUPPLIES

Comstock Park Public Schools charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

A list of these charges will be kept on file in the school office and updated periodically. Notice will be sent to parents at the end of each school year. Students who do not take care of these responsibilities will be subject to any or all of the following consequences:

1. Will not be allowed to participate in commencement exercises;
2. Will not be allowed to participate in school activities, i.e. field trips, class, club, Student Council activities, or extracurricular activities (including athletics);
3. Charges may be processed in small claims court and/or with a collection agency.

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 cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIRE, TORNADO AND LOCKDOWN DRILLS

Report all fires and safety threats to the nearest staff member immediately. Drills are required by law and are an important safety precaution. It is essential that when the first signal is given, all students and faculty obey orders promptly and clear buildings by prescribed routes as quickly as possible. During all drills, students are to go to the assigned area and follow the directions of the staff.

EMERGENCY WEATHER POLICY

As per board policy, students will be held in school during a tornado watch or warning and for severe thunderstorms.

If a **tornado watch** is in effect at regular dismissal time, students will be dismissed to their regular bus runs. Weather conditions will be evaluated for walkers. If unsafe, students will be held at school and their parents notified (through the media and School Messenger system). Students who drive will be released.

If a **tornado warning** is in effect at regular dismissal times, all students, including those who walk or drive, will be held at school until the warning is lifted or parents have picked them up.

Concerned parents may pick up their children at any time during a watch or warning. However, parents may not pick up children other than their own unless written permission is on file at the school office.

After-school events will be canceled whenever tornado watches or warnings are in effect. If an "all clear" is announced two hours prior to starting time of the event, it may be held as scheduled.

When a Comstock Park team is playing away from home, the general procedures shall be followed at the school site where the event is being held.

All Comstock Park school facilities will be closed if a tornado warning exists after school has been dismissed.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed, if at all possible by 6:00 a.m., by the Superintendent. School closing, delayed starting time or early dismissal will be announced over local media stations, the local School Messenger system, and school social media. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

When school is canceled due to inclement weather, please watch or listen closely to the announcement of the names of the school districts that are not in session. We will be identified as Comstock **Park** Public Schools. There is a school near Kalamazoo, Michigan, named Comstock Public Schools and this has created some confusion in the past.

Please watch or listen for "Park."

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School 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.

VISITORS

No student visitors are allowed to attend school during the school day unless arranged through the office. Adult visitors must check in at the office. Students may not open exterior doors to allow visitors to enter the building. All visitors should enter through the main office.

EVENING USE OF BUILDINGS

Because a large number of people and organizations use our buildings after school hours, it is imperative that all afternoon and evening meetings be cleared through the high school office. Students may not reserve a facility without an adult supervisor.

LOST AND FOUND

Lost items should be reported to a teacher or the Assistant Principal immediately. Items found should be turned in to the Attendance Office. Keep valuables locked away at all times. The school cannot assume the liability for any item lost or stolen. It is advisable to keep valuable items at home. Lost items will be held until the end of each semester. Items not claimed will be donated to charity.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal or Designee. Violation of this may lead to disciplinary action.

USE OF PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

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.)), 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 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 that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

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, gymnasiums, 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 building principal.

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.

- “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 PCD.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

- The school has a central bulletin board located in the “B Stairwell” which may be used for posting notices after receiving permission from the principal.

STUDENT PARKING AND SAFETY

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking or driving on school property. Students riding buses should be especially careful to follow all safe boarding and debarking practices.

Students who arrive or leave in passenger cars must not interfere with the traffic flow of the school buses.

AGE OF MAJORITY

The administration at Comstock Park High School recognizes that when a student reaches the age of majority (18) he/she is afforded certain rights and privileges of adulthood *once the waiver has been signed*. The school will then deal directly with the eighteen-year-old who has signed the waiver. It is imperative that students who reach this status recognize that schools are given the right to establish rules governing their operations. Parents will be contacted *if an emergency situation arises*. A student attending Comstock Park High School, regardless of age, is expected to adhere to all school policies. A student’s responsibility does not change upon reaching the age of majority.

As a point of clarification on the regulations surrounding age of majority:

The established school policies do not change upon reaching age 18. Actually, verification of an illness becomes the responsibility of the student. Also, the Board of Education’s policy on closed campus does not change either (no student is permitted to leave campus during the school day, including lunch period without following proper procedures outlined for leaving school grounds).

LUNCHROOM REGULATIONS/FOOD

Comstock Park High School staff expects that all of its students will conduct themselves properly during lunch periods, practice good table manners and abide by the following rules:

1. Students will consume food and beverages in the cafeteria only during lunch.
2. Students are to leave their area clean and suitable for luncheon use by other students.
3. Students must properly dispose of all waste materials.
4. Students are not to throw any object, no matter how small or how short the distance.
5. The school campus will be closed and no student may leave during the school lunch period
6. A limited breakfast menu is served for all students from 7:30 a.m. to 7:45 a.m. in the cafeteria. No food or beverages will be served after 7:45 a.m.,
7. Consequences for not following rules can be cleaning the cafeteria, stacking chairs after lunch, and/or disciplinary consequences.
8. Wooded areas, parking lots, football stadium and tennis courts are out of bounds for all students unless accompanied by an instructor.

DAILY ANNOUNCEMENTS

Students will be informed of activities and events at Comstock Park School by daily announcement. Announcement sheets are posted in the office and cafeteria and may be picked up by anyone who misses the broadcasted announcements. Daily announcements are also posted to the building webpage (www.cppschoools.com). If a student or a group has an announcement to be made, it must be written, signed by a faculty member or principal, and left with the secretary in the main office by 2:00 p.m. **the day before** the announcement should be made. Daily announcements are for school-related activities only.

HALL PASSES

When it becomes necessary for a student to be in the corridors during class hours, a hall pass must first be secured from a staff member. This pass should be made out in ink by the teacher and include the student’s name, date, class leaving, destination, time of dismissal, and signature of teacher. No student is to be in the hall without a pass from the teacher or other authorized school personnel. The student or the receiving teacher must return passes to the issuing teacher. Students found without a pass will be subject to discipline.

TEXTBOOKS/MATERIALS

Comstock Park Schools, in accordance with the Michigan School Code, provides required books and materials for students. These materials are issued to the student and are the student’s responsibility until the last day of school. Damage to the textbook, other than normal uses, will become the financial responsibility of the student and parent to have it repaired or replaced. Parents are advised to record the book number and condition of all textbooks assigned to their student. All school

issued uniforms must be returned prior to the last day of school. Any damage to equipment loaned to a student will become the student's financial responsibility to have it repaired or replaced.

CHANGE OF ADDRESS

If your residential address and/or telephone number changes during the school year, please notify the Guidance Office by telephone or in writing.

LOCKERS

All lockers assigned to students are the property of the school district. **At no time does the school relinquish its exclusive control of its lockers.** The building principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without advance approval of the principal or his/her designee. Students may not display materials that are sexually suggestive or advertise or promote the use of alcohol, drugs or tobacco in or on their lockers. **Removal of graffiti and end-of-year cleaning to the inside of a locker is the student's responsibility to whom the locker was issued. If necessary, cleaning costs will be passed on to the student's account.** Please keep your locker closed and locked to help keep your locker secure. **Locker inspection and searches will be performed at the discretion of the building principals.** It is best to leave valuables at home. If you chose to bring valuables to school, THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR THESE ITEMS WHEN LOST OR STOLEN. If it is necessary for you to bring something of value to school due to a learning activity or school related event, check it in at the school office for safekeeping. **No contact paper or contact stickers will be permitted inside or outside the lockers. Open beverage containers are not permitted in the lockers. Students may use only the assigned locker – do not share lockers and do not give out your locker combination.**

Legitimate Use of School Lockers

The school assigns lockers to students for the students' convenience and temporary use. Students are to use lockers for the exclusive and sole purpose of storage for outer garments, footwear, personal items (such as grooming aids or lunch), and school related materials. Students are solely responsible for the contents of their lockers unless otherwise assigned by the principal or his/her designee.

Search of Locker Contents

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

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search when there is reasonable cause to believe that the locker may contain evidence of a crime, or special expertise is required in the search. The principal or his/her designee shall supervise the search. An adult witness shall be present during the search unless exigent circumstances exist. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules. Random periodic searches of lockers will be conducted by school personnel and canine units.

Seizure

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

ASSEMBLIES AND OUTSIDE SPEAKERS

All scheduled programs, extracurricular activities, guest speakers and special events must be cleared through the Comstock Park Administrative Office at least ten (10) days in advance of the event. Assemblies are scheduled by the Student Leadership and Principal. They will cover a variety of subjects and strive to be educational as well as entertaining. Students are expected to be present at all assemblies, the same as regularly scheduled class periods. Students may not leave assemblies without permission. Students are also expected to conduct themselves properly and show dignity and respect to the presenters.

DANCES

Dances are open to all Comstock Park High School students. Non-students who attend dances must be approved by the administration no later than Wednesday prior to the dance. Hosts will be responsible for the actions of their registered guests.

Any guest that is 21 years of age or older, will be denied permission to attend the dance. Middle/junior high students are not allowed to attend school dances. For the protection of our students and chaperones, we do not have open dances, parties, etc.

Guidelines

1. All dances will end no later than 11:00 p.m. Students are expected to have transportation immediately following the dance.
2. Students who leave the dance may not return.
3. Students are expected to remain out of their vehicles during the dance.
4. No one will be permitted to enter the dance after 9:00 p.m.
5. All students are required to have a student ID in order to enter the dance.
6. Dances will have a dress code available in the office.

Procedures: See the assistant principal for further explanation and forms.

At least 2 weeks prior to the dance:

- submit a building use form
- submit name, address and cost of the musical entertainment contracted
- submit list of parent chaperones and teacher chaperones (2 minimum)
- establish set-up committee/clean up committee
- contact all chaperones and remind them of their commitment
- secure wristbands

The night of the dance and after:

- arrive at least 60 minutes early
- make sure there is a cash box at the admission table (*if selling tickets at door*)
- make sure stamps or markers are at the admission table
- at least one adult and two students are needed at the entrance to collect tickets and distribute wristbands
- supervise clean-up committee
- the dance may not start until all chaperones arrive
- two separate people should be present when counting any money involved
- deposit the money in your account through the main office (Principal's Secretary).

Security

If determined necessary by the administration, arrange for two security officers to patrol school grounds from the beginning until the end of the dance. Financial expenses for security are the responsibilities of the sponsors, not the school

ACADEMICS

FIELD TRIPS AND EXCURSIONS

It is the policy of the school to provide supervision for any group that represents Comstock Park Public Schools at other schools or places of interest. All members of such groups are expected to travel both to and from the place visited with the coach of the team, the sponsor of the team, the sponsor of the activity, or some other faculty representative. Students are expected to behave in a dignified manner, as they are ambassadors of Comstock Park Schools. The bus must be clean before departing. Any action that may bring disfavor on the school will be subject to discipline. Students signing up to attend a field trip but, in actuality, do not attend the entire event will be subject to discipline and a ban on all field trips unless chaperoned by their parents. All students must have a parental permission slip on file for each field trip. Any field trip that requires backpacks, luggage, coolers, bags, etc. to be brought on a vehicle, may be inspected by a school official before boarding. Prohibited items and illegal substances such as alcohol, tobacco and other drugs will be the purpose of the inspection. All carry-on baggage will also be subject to inspection. Any student found in possession of an illegal or inappropriate item will not be permitted to travel with the group and will also be subject to school disciplinary action.

Regulations for Attending Voluntary Trips:

1. Students are not permitted to attend voluntary trips, such as class trips, group trips, etc. if they have an outstanding student debt, have more than ten absences in any class, or are failing any class at the time of the trip. This means that money paid to reserve their space is **non-refundable**, if these conditions are not met.
2. The instructors and advisors will check grades, student debts, and attendance, at the initial deposit, to be certain that the grade and attendance requirements are met. Grades, attendance and student debts will be checked again one week before the trip.
3. **Once a commitment has been made to send a child** on this trip, it is to be understood that our plans cannot be changed and **money committed to the trip cannot be refunded.**

4. Should a student elect not to attend, or becomes ill and cannot attend, the remaining money owed must be paid in full. Students may elect to have another qualified student to take their place and pay the cost to them. The replacement student must be a Comstock Park student and a member of the club, group, or organization sponsoring the trip and meet with the recommendation of the advisor.

Class/Club Trip Regulations

- Definition: Class trips or club trips that are voluntary and intended for a reward or fun activity and will occur during the regular scheduled school year are regulated by this policy. Trips that are considered instructional (tied directly to regular classroom activities), such as a field trip or a planned competition, will not be confined to the distance regulations of this policy.
- Class/club trips may not conflict with scheduled, instructional time unless administrative approval is obtained.
- A tentative plan and destination must be filed in the building principal's office, **at least two months prior to the planned date** of departure.
- All trips in excess of 75 miles from Grand Rapids must have Board of Education approval. A formal request from the building principal to the Board of Education must be made at least two months before the trip is scheduled to take place. This should include destination dates, cost per student, chaperones, insurance carrier, mode of transportation, departing and arrival times, and any extra out-of-pocket costs to the student.

EXAM POLICY

All students are expected to take the required exams in every core class. Individual variances from this policy must be cleared by the building Principal. The combined exam scores (mid-term and final) will constitute not more than 20% of the student's final semester grade.

HOMEWORK

Most courses in high school require a reasonable amount of outside preparation and work. Some of this work may be done during study time in class periods, but the remainder of the homework must be done at home.

If students apply themselves to the job of studying during a set period of time that has been designated for this purpose, they will soon discover that the amount of time necessary for studying is not unreasonable.

HOMEWORK/ASSIGNMENT MAKE-UP

Students with an excused absence will be given "assignment make-up" according to the following procedure: When a student returns to school after an excused absence, he/she shall be given one (1) day for each absence up to one (1) week in which to complete his/her missed assignments. Students handing in his/her assignments after the week has elapsed WILL NOT receive credit for the work unless the building Principal or his/her designee has granted prior approval or an extension. Homework, major projects, papers assigned prior to the absence will be due or made up on the day of return, unless other arrangements are agreed upon with the teacher. Students or parents may call the Attendance Office to arrange for homework assignments if the absence is expected to exceed three (3) days. Please allow at least twenty-four (24) hours advance notice to receive the assignments from the teachers. *NOTE: If the absence is unexcused, the student forfeits the right to make up any work completed the day of the absence - including tests and quizzes and all arrangements are at the discretion of the involved teacher/s. Pre-planned absences and suspensions from school are treated as excused absences.

POLICY CONCERNING MAKE-UP TESTS

Students are expected to be in attendance for all examinations and tests unless they are ill or the absence falls in the exempted category of the school's attendance policy. Students excused from tests are expected to make them up based on the following guidelines:

- Students missing only the day of the exam or test are expected to make up the exam or test on the day they return.
- Students missing a day or more immediately before the test may be given one day to review. If a teacher wishes to give additional time, this will be at his or her discretion. However, if a student misses only a portion of the day prior to a test, that student will be expected to take the examination at the regularly scheduled time.
- Make-up tests will be given in the classroom under the supervision of the teacher.
- Make-up tests will be given at the teacher's discretion, preferably either before or after regular school hours.

GRADUATION REQUIREMENTS

A student must earn a total of 23 credits to graduate from Comstock Park High School.

Specific graduation requirements can be found in the Comstock Park High School Academic Program and Curriculum Guide. Students must meet all requirements for a diploma prior to the day of graduation on the date designated each year by the administration in order to participate in the commencement ceremonies. This includes satisfying all course

requirements, satisfying all student debts, and serving all disciplinary actions. Participation in commencement ceremonies is a privilege, not a right.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty (55) minutes. Students interested in ACT/PLAN should contact the principal early in their sophomore year as the test is administered in the fall of the student's sophomore year.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

- If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. CPHS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

GUIDANCE SERVICES

The guidance program is an integral part of the total school program and involves students, teachers, parents, and administrators, as well as counselors. The goal of the guidance department is to assist each student with progress toward graduation, educational program planning, test, interpretation, vocational and college planning and scholarship search. Students are assigned to a counselor based upon the student's first letter of their last name.

Counselors: Miss Stornant (A-L) Mrs. McCambridge (M-Z)

Comstock Park High School offers written course descriptions. Teachers and counselors provide assistance with course selection, are familiar with the curriculum, and are able to make estimates of success based upon a student's academic record, motivation and ability level.

Many students are uncertain as to future career plans, and, therefore, are unaware of what courses they should take during high school. Early exploration in several key areas is essential; business courses, industrial or applied art courses, music and art are suggested electives in addition to a solid academic core of classes. Careful course selection is important. It should reflect a student's interest and abilities, parent's desire, plans for the future, and a willingness to examine new ideas and experiences. The more academic and technical skills a student learns, the more options he/she will have upon graduation from high school.

The counselors will be happy to meet with any student to discuss school credits, career plans, and education beyond high school. Students may make appointments to see their counselors by checking with the Guidance Secretary before school, during lunch or passing time, or after school.

To continue education beyond high school, application is made through the counseling office. When seeking a scholarship or grant-in-aid, ask your counselor for help with these applications.

The School Guidance Counselors are intended primarily to assist students with educational/career planning. However, our Guidance Counselors are also available to speak with students who are looking for a solution to personal problems. Sometimes the counselor has to work closely with the teachers, parents and community agencies to help the student with his/her difficulties. When outside counseling is required, the counselors will suggest referral sources.

SPECIAL EDUCATION SERVICES

Comstock Park Public Schools provides a continuum of special education diagnostic services for its students. Students are found to be eligible for special education programs and services via referral by teacher, parent, outside agency professional or the student themselves. If it is determined that the referral requires additional diagnostic information, an evaluation will be suggested to the parent for permission to evaluate, unless the student is 18 years of age or older and they may sign a referral themselves. This diagnostic evaluation may include the services of the school psychologist, school social worker, teacher consultant, speech pathologist and/or any combination of these professionals working together

Following any diagnostic evaluation, the parent and/or the student will be invited to participate in an Individualized Educational Planning and Placement Committee meeting. This meeting is designed to permit parents/students to acquire the results of the evaluation and to share in decisions regarding possible program/service options that may be available to the student if determined to be eligible for those program/service options.

TECHNOLOGY CODE OF CONDUCT SUMMARY

(This is a policy summary. Students should read and will be accountable for following the entire policy. This is distributed for a student and parent signature at the beginning of each year.)

Technology covered by this policy includes the use of district software, audio and video media, computer and hardware peripherals, network, telecommunications, video and audio equipment.

The use of district technology is a privilege which can be revoked at any time by the district.

All individual users are responsible for their reasonable care of technology, including hardware and software, while in their possession or while they are using it.

Users of district technology will be responsible for its use and misuse. Appropriate use of district technology is defined as use in furtherance of the instructional goals and mission of the district. Users should consider any use which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology uses and disciplinary action may occur. The following areas on the Internet are samples that are restricted from student use on school computers and considered misuse of district technology: social media sites (unless used for learning as directed by staff), material containing profanity, racially offensive material, and/or sexually oriented material.

Students acknowledge that software, audio and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the users, as well as the district, to a variety of legal liabilities. Students may not install software or media.

Users are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Students are not

to either use or disclose confidential information except as a part of an appropriate educational use of technology.

Passwords are the property of the member and are not to be used by anyone else.

Acceptable Use Policy

Comstock Park Public Schools' computers are networked within the building and between buildings in the district. The purpose is to support and enhance education or research that is consistent with the mission of the district. Students are permitted and encouraged to use the equipment for **educational purposes**, only after students have completed the agreement form and received approval.

It is impossible to list all infractions that are incompatible with the intended purpose of the computer network, but the following printed guidelines are intended to give students a general idea of what is expected.

- Students are to use the network in a way that does not disrupt or interfere with its use by others.
- Modifying or copying other users' files or data without their written consent is not permitted.
- Using the network or Internet for defamatory, harassing, or obscene activity or discriminatory remarks is prohibited.
- The information created by others is their property and the creator owns the rights to that information.
- Using the network or Internet to access or store information that is not educationally relevant is prohibited. The school personnel reserves the right to interpret what is "educationally relevant" (this may include, but not be limited to, sexually explicit materials, methods/depictions to cause physical harm).
- Students may not share, distribute, or allow other students to use their personal passwords.
- The hardware or software should not be destroyed, modified, or abused in any way.
- Hacking, or any attempt to hack, into the computer system's network is strictly prohibited.
- The network and Internet may not be used for commercial purposes.
- Disks (which also include CD Roms, CD-Rs, and CD-RWs) are prohibited from being used on the computer system.
- Permission from the teacher must be granted to a student in order for them to bring laptop or other portable electronics into the classroom or other learning environment.

These offenses would not necessarily carry the same consequences. For example, "hacking" into the computer system's network could result in a recommendation for expulsion or extensive suspension on the first offense, as outlined in the Gross Misconduct section of the Student Handbook. Violations may also result in police referral. Accessing pornographic or sexually explicit material on the Internet could result in an extended suspension on the first offense. Other offenses would apply as violations to our Student Code of Conduct. Repeat offenders will be punished under the progressive discipline policy. After due process is served, the District's administration reserves the right to revoke the user's password to use the network and to determine where the offense best matches our Student Code of Conduct Policy, as outlined in the Student Handbook.

ACADEMIC PROGRAM AND CURRICULUM GUIDELINES

Complete information regarding the Academic Programs and Curriculum at Comstock Park High School can be found in the Comstock Park High School Academic Program and Curriculum Guide. The CPHS Academic Program and Curriculum Guide is approved by the Board of Education. The document is updated by CPHS staff each year and presented to the Board of Education for review. Each student is responsible for the expectations and requirements set forth in the Guide designated at the start of the student's high school career (beginning with the first day that the student is in attendance in a high school program). The Academic Program and Curriculum Guide contains all procedural guidelines related to the Academic Program, Curriculum and Graduation.

CONTACTING TEACHERS/COUNSELORS/ADMINISTRATORS

All staff members at Comstock Park High School may be contacted by telephone (voicemail) and email. The list of telephone numbers and email addresses are published and available. The listing is sent in the summer newsletter, is online and is also available from the office, at the fall open house, and at parent-teacher conferences. Teachers may take phone calls during the preparation period, but not during instructional hours.

A freshman orientation is scheduled prior to the start of school and a parent open house is scheduled at the beginning of each year to inform parents about the courses and programs offered at CPHS. Parent-Teacher conferences are typically held in the fall (October) and in the spring (March). Conference dates will be posted in school publications.

POWERSCHOOL ON-LINE STUDENT INFORMATION SYSTEM

Parents and students will have the opportunity to view student grades, attendance, and discipline records online. Parents and students will be issued access information, logins and passwords to have read only access to view student grades. This will permit viewing of the graded assignments in each class exclusively for your own student's grades. Grades are to be updated on a bi-weekly basis at a minimum.

CAREER PATHWAYS

All students are encouraged to develop a four-year academic career plan and become a lifelong learner. This plan should lead to advanced study at a four-year college or university, community college, technical institution, military program or direct entry into the world of work. Together with school, home and community, it is our responsibility to provide appropriate counseling and assist students in making decisions about college and career opportunities.

Comstock Park Public Schools has a K-12 career education program. Industry partnerships, career awareness activities, and learning style activities are incorporated in the elementary program. Middle school continues with career exploration activities and interesting inventories. An Educational Development Plan (EDP) is a part of every 7th grade student's curriculum. The high school program continues with aptitude testing, career interest inventories, and volunteer and mentorship opportunities. Career speakers, research projects, and career experiences are incorporated into daily lesson plans. The high school curriculum expands career-related knowledge through a variety of courses related to career pathways.

Students meet with their guidance counselors individually in 9th through 11th grade to revise their academic development plan and review their academic experience. Guidance counselors, teachers, administrators, and support staff are available to assist students and parents as they explore options and make academic and career decisions.

Six Career Pathways

1. **Arts and Communications:** Careers related to the humanities, the performing, visual, literary and media arts. These careers interest people who enjoy being creative.
 - Examples include: artists, journalists, industrial designers, musicians, photographers and theater technicians.
2. **Business, Management, Marketing and Technology:** Careers related to all aspects of business including accounting, business administration, finance, and information processing and marketing.
 - Examples include: accountants, business managers, salespersons, computer network administrators, secretaries and stock analysts.
3. **Engineering/Manufacturing and Industrial Technology:** Careers related to the various technologies necessary to design, develop, install and maintain physical systems. Understanding and working with tools, equipment, and other kinds of machinery is important to people who have careers in this pathway.
 - Examples include: architects, pilots, engineers, carpenters, technicians and mechanics.
4. **Health Sciences:** Careers related to the promotion of health as well as the treatment of injuries and disease.
 - Examples include: physicians, nurses, pharmacists, health facility administrators, dental assistants, veterinarians, morticians and medical technicians.
5. **Human Services:** Careers in child care, civil service, education, hospitality and social services.
 - Examples include: postal workers, police officers, lawyers, teachers, firefighters, employment counselors and hazardous waste technicians.
6. **Natural Resources and Agri Science:** Careers related to natural resources, agriculture and the environment.
 - Examples include: environmentalists, turfgrass managers, farmers, landscape architects, plant scientists, biologists and agricultural equipment mechanics.

KENT CAREER TECHNICAL CENTER

The Kent Intermediate School District provides Comstock Park students with the opportunity to attend a technical center designed to prepare them for careers. Students are released from school during the day to attend the Career/Tech Center. Three separate two-hour sessions operate to accommodate the students. Students may attend one of the three sessions. Interested students may apply for admission to the Career/Tech Center in their sophomore year. The guidance department will provide students with all necessary information and scheduling procedures. Transportation is provided by the school for all three sessions. All students are expected to use the school-provided transportation.

First Session KCTC 6:55 a.m.- 9:10 a.m.

Pick up in front of High School at 6:10 a.m. – departing at 6:15 a.m.

Departing KCTC at 9:15 a.m., arriving in front of High School at 9:30 a.m.

Second Session KCTC 9:15 a.m. -11:30 a.m.

Pick up in front of High School at 8:40 a.m. – departing at 8:45 a.m.

Departing KCTC at 11:40 a.m., arriving in front of High School at 12:00 p.m.

Third Session KCTC 12:00 p.m. – 2:15 p.m.

Pick up behind High School by cafeteria at 11:25 a.m. – departing at 11:30 a.m.

Pick up KCTC students at 2:00 p.m. – departing at 2:05 p.m. arriving in front of High School at 2:25 p.m.

WORK PERMITS

The law requires students under the age of 18 to have work permits completed by their employer. These permits may be obtained from the secretary in the Guidance Office. Please allow a minimum of 24 hours turnaround time to obtain work permits.

STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

CPHS provides students the opportunity to broaden their learning through curricular-related 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.

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 applicant for permission can be obtained from the principal. 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 nonschool 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.

STUDENT LEADERSHIP

Student Leadership has a highly active role. Its purpose is not to govern students, but to serve as a coordination and discussion group between the student body and the administration. It is the place through which problems, ideas or questions arising from either students or the administration can be presented for discussion and consideration.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization, which promotes enthusiasm for scholarship, service, leadership and character. All National Honor Society activities are service related. Members are expected to give of their time in service to various community and school service projects.

The Bradley McLouth Chapter holds its induction each spring. The selection process begins in the fall of each year. Juniors and seniors who have attended at least one semester at Comstock Park and have a minimum 3.5 cumulative grade point average and faculty approval are eligible to complete the selection process. A high priority is placed on character for consideration of induction. The faculty will review the applicants based on honesty, responsibility, fairness, courtesy, tolerance and cooperation. The Faculty Council will investigate applicants who receive less than satisfactory on any character factor. The faculty and administration maintains the absolute right to approve membership to the National Honor Society. Students wishing to participate in NHS should seek selection and induction information in the guidance office in the fall of the junior or senior year.

Criteria for selection and induction are outlined in the local chapter by-laws and posted to the high school webpage each year. The by-laws are also available to students and parents in the high school office. Criteria are subject to change in accordance with the bylaws of the National organization and the local NHS chapter. Members of the Bradley McLouth Chapter of the National Honor Society are expected to maintain high standards of behavior, character, service, and academic excellence.

STUDENT VOLUNTEERS

Mission

CPHS Student Volunteers exists to provide opportunities for all Comstock Park High School students to be engaged in community service, and to heighten awareness of need among underserved populations in Kent County.

In 2019, the group celebrated 30 years of giving and serving! To date, more than 2000 Comstock Park students have invested in excess of 100,000 hours of volunteering. *There are no graduation requirements for service.*

Ways to Get Involved

CPHS Student Volunteers is open and welcoming to ALL students. Students who wish to be involved in the program may do so in one or more ways: 1) Individual volunteering 2) Special projects or community events or 3) Ongoing service to a particular agency or organization. *To earn credit for service, students must volunteer for a registered 501(c) or public agency.*

A binder of area agencies accepting teen volunteers is available in the Guidance Office. In addition, monthly school wide meetings take place on the 2nd

Thursday of each month. These meetings are held during Advisory and offer volunteer sign ups and information about local events and organizations that need our service.

Recognition

Students may earn special honors toward graduation recognition. Colleges and employers appreciate candidates who engage in community service. Students who accumulate 50 hours of service receive an endorsement on their official transcript. Additional honors are awarded for 100, 250, and 500 or more hours of service.

ATHLETICS

Comstock Park encourages all students to become involved in one or more sports. Athletics help meet the need for self-expression, mental alertness and physical growth. Organizational meeting dates and times are printed in the daily announcements.

| Fall | Winter | Spring |
|----------------|--------------------|------------------|
| Cross Country | Bowling | Baseball |
| Football | Basketball (Boys) | Golf (Boys) |
| Golf (Girls) | Basketball (Girls) | Lacrosse (Boys) |
| Sideline Cheer | Competitive Cheer | Lacrosse (Girls) |
| Soccer (Boys) | Hockey | Soccer (Girls) |
| Tennis (Boys) | Wrestling | Softball |
| Volleyball | | Tennis (Girls) |

Athletic Physical Exams

Physical exams are required by the Michigan High School Athletic Association and Comstock Park Public Schools for every individual who participates in interscholastic athletics. Only physicals completed on or after April 15th are good for the next school year. The cost of the physical exam is the responsibility of each athlete. **Students must use the school-provided MHSAA Physical Card. Students will not be allowed to try out for or practice with a team until a physical card, properly filled out and signed, is on file in the office.** For your convenience, a “Physical Exam Event” is scheduled each year by the school between April 15 and the beginning of the fall season. A minimal fee is charged for this service.

Insurance

All athletes are recommended to be covered under an insurance policy. If an athlete is not covered by insurance, a policy is available for purchase through the Comstock Park Public Schools. Please contact CPPS Central Office at 254-5000 for more information.

Team Participation

All students are encouraged to become involved in athletics. Students are encouraged to become involved at the very beginning of the season. We feel that the first three weeks of a team season is critical for the development of the physical condition of the athlete, team rules and regulations and team coordination. Therefore, students are encouraged to become involved at the beginning of the season. If a student wishes to drop a sport, it is the student’s responsibility to notify the coach and return all athletic equipment immediately. The athlete has an obligation to the team, the coach and the school. A student may not quit one sport to join another sport without permission of both coaches and the Administration.

Athletic Handbook

The Athletic Handbook has been designed to make athletes and parents aware of the rules and regulations of the Comstock Park Athletic Department. The Athletic Handbook is available at the CP Athletics Website (www.cppschoools.com) or a copy may be requested in the main office.

Eligibility

It is important that each athlete realize that education is the primary goal of the school system. Academic guidelines have been established by the Michigan High School Athletic Association and the Comstock Park Board of Education. These guidelines are listed in the Athletic Handbook. Students must maintain academic eligibility as defined by the MHSAA and CPHS Athletic Handbook in order to fully participate in the athletic program.

Athletic Participation Fee

Students will be assessed a participation fee for each sport. Fees are determined by the Athletic Department each year.

SAFETY, SECURITY AND CODE OF CONDUCT

CODE OF CONDUCT

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

EXPECTED BEHAVIORS

Each student shall be expected to:

- () abide by national, State, and local laws as well as the rules of the school;
- () respect the civil rights of others;
- () act courteously to adults and fellow students;
- () be prompt to school and attentive in class;
- () work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- () complete assigned tasks on time and as directed;
- () help maintain a school environment that is safe, friendly, and productive;
- () act at all times in a manner that reflects pride in self, family, and in the school.

SILENT OBSERVER AND FAST 50 PROGRAM

SILENT OBSERVER is a way of providing area residents with a safe and anonymous way of reporting crime. The mission of the Silent Observer Program is to provide a channel of communication and rewards for anonymous information to assist law enforcement through encouraging citizen and business participation and support; and to help insure a safe community. Silent Observer has a program for middle and high school students. The Silent Observer program recently developed the Fast 50 Program for teenage students so they can fight crime in their schools without fear of reprisals. Students with information on drugs, vandalism or major theft can call the regular Silent Observer tip-line at 774-2345. If the student's information leads to the recovery of the drugs, weapons, or stolen property or clears up vandalism, that student will receive a \$50 reward. The decision for police intervention will be left up to the involved school. **Silent Observer will double the reward to \$100 if the tip leads to the recovery of illegal weapons at school.**

To become a Silent Observer call 774-2345 or download the free P3tips mobile app.

GUARANTEED ANONYMITY: Silent Observer will not attempt to determine your identity. However, we cannot protect your anonymity if you tell anyone you are a Silent Observer.

- **Report the crime:** Give the operator as much information as you can. The more details, the better the tip and the greater chance that the tip will result in an arrest.
- **Remember your special ID number:** The operator will assign a code number that is given to you.
- **Earn a Reward:** If police make an arrest based directly on your tip and the suspect is bound over to Circuit Court, you will earn a reward.
- **Follow up:** Call 454-9110 if you wish to follow-up on your tip or check the status of a reward.

Students are expected to report crimes in school. Failure to do so could result in disciplinary action. See Code of Conduct.

DRESS and GROOMING

While fashion changes, the reason for being in school does not. 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. The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the place and situation. The building administration reserves the right to send students home if they come to school inappropriately dressed.

- The school laws of the State of Michigan and CPPS Board Policy require a student to attend school in appropriate dress. (Non disruptive to the school environment)
- Any type of dress or hairstyle that is disrupting the class, immodest, unsanitary, or that deviates from accepted standards of our school and community is prohibited. Neatness, cleanliness and good taste should be evident.

- Since it is difficult to predict in advance what the problem dress will be, guidelines will be interpreted to students at various times, either on a group basis or individually. We will primarily rely on the good judgment of parents as to their child's selection of clothing and manner of dress and grooming.
- Clothing that promotes alcohol, drug or tobacco-related paraphernalia is considered inappropriate as it is contrary to our school policy regarding alcohol and drugs and may not be worn.
- In an attempt to establish some general guidelines for parents, any clothing that is overly revealing is not acceptable for school.
- Clothing that promotes behavior that is contrary to the school guidelines is considered inappropriate.
- No sunglasses are to be worn in the building.
- Mask: Must be solid and or repeating pattern and or school colors/logo. All other mask designs must be pre-approved. Masks are to be worn covering the mouth and nose.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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.

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.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Comstock Park Public School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District's education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District's education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District's education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

1. *Rape is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.*
2. *Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.*
3. *Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.*
4. *Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.*
5. *Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.*
6. *Statutory Rape is sexual intercourse with a person who is under the statutory age of consent as defined by State law.*
7. *Consent refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.*

8. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
- D. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
1. a current or former spouse or intimate partner of the victim;
 2. a person with whom the victim shares a child in common;
 3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 5. any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- E. “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – 1) fear for the person’s safety or the safety of others; or 2) suffer substantial emotional distress.

Complainant: “Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent: “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: “Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District’s education program or activity. A “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: “Actual knowledge” means notice of Sexual Harassment or allegations of Sexual Harassment to the District’s Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one (1) who has authority to institute corrective measures on behalf of the District. “Notice” includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

Supportive Measures: “Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

Education Program or Activity: “Education program or activity” refers to all operations of the District, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events and circumstances that take place off-school

property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

School District community: “School District community” refers to students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Inculpatory Evidence: “Inculpatory evidence” is evidence that tends to establish a Respondent’s responsibility for alleged Sexual Harassment.

Exculpatory Evidence: “Exculpatory evidence” is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: “Eligible Student” means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

David Washburn
Superintendent
616-254-5000
101 School St. NE
dwashburn@cppschoools.com

Kendra Faustin
Athletic Director
616 254 5231
150 Six Mile Rd. NE
kfaustin@cppschoools.com

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of Education of the Comstock Park Public School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District’s Title IX Coordinator(s) is/are:

David Washburn
Superintendent
616-254-5000
101 School St. NE
dwashburn@cppschoools.com

Kendra Faustin
Athletic Director
616 254 5231
150 Six Mile Rd. NE

kfaustin@cppschoools.com

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at [this link](#). The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinators(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties) are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other third-parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third-party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to M.C.L. 722.623 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee’s knowledge is based on another individual bringing the information to the Board employee’s attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator’s receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant’s wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be

subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a Formal Complaint, *unless* the conduct alleged in the Formal Complaint:

- A. would not constitute Sexual Harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one (1) of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one (1) of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one (1) Respondent, or by more than one (1) Complainant against one (1) or more Respondents, or by one (1) party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one (1) Complainant or more than one (1) Respondent, references in this policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the clear and convincing evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an Eligible Student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District

may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) days' notice with respect to investigative interviews and other meetings and three (3) days' notice with respect to hearings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the investigator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to a hearing or the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and prior to the decision-maker(s) issuing a determination of responsibility, the decision-maker(s) may conduct a hearing.

If the decision-maker(s) decides not to conduct a hearing, the decision-maker(s) will state in writing the reason for not conducting a hearing and provide that explanation to the parties. Additionally, before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

If the decision-maker(s) elects to conduct a hearing, the hearing will proceed as follows:

At the hearing, the decision-maker(s) will allow each party or each party's advisor to submit relevant questions to the decision-maker(s) who will ask the questions to the other party and any witnesses. Before a Complaint, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Only relevant cross-examination and other questions, including follow-up questions and questions challenging credibility, will be permitted. Such cross-examination and questioning at the live hearing shall be conducted orally and in real time.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Hearings may be conducted with all parties physically present in the same geographic location or, at the discretion of the decision-maker, any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the decision-maker shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to

simultaneously see and hear the party or witness answering questions. The District will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility.

The written determination will include the following content:

- A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence,;
- C. findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Informal Discipline
 1. writing assignments;
 2. changing of seating or location;
 3. pre-school, lunchtime, after-school detention;
 4. in-school discipline.
- B. Formal Discipline
 1. suspension of bus riding/transportation privileges;
 2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
 3. emergency removal;
 4. suspension for up to ten (10) school days;
 5. long-term suspension or expulsion;
 6. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5610.02 - In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. suspension without pay;
- G. termination, and any other sanction authorized by any applicable Employee/Administrator Handbook and/or collective bargaining agreement.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. suspension or termination/cancellation of the Board's contract with the third-party vendor or contractor;
- C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students;
- D. restriction/prohibition on the third-party's ability to be on school property; and
- E. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

Ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve a sexual assault.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinators dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.
- D. The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the Sexual Harassment).

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within three (3) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from implementing appropriate remedies, however, excluding, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal shall determine when each party's written statement is due.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The appealing party's written statement must be submitted within three (3) days after the Title IX Coordinator receives notice of the appeal. The other party's written statement must be submitted within two (2) days after the Title IX Coordinator provides that party a copy of the appealing party's written statement.

Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The non-appealing party shall have up to three (3) days after receipt of the appealing party's written statement to submit his/her written statement in support of the determination of responsibility.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's (s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation and/or hearing, is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom as set forth in the applicable collective bargaining agreement. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment and/or the principles of academic freedom specified in the Board's collective bargaining agreement with its teachers.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of Sexual Harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process, appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report Sexual Harassment to the Title IX Coordinator. This training will include practical information about how to identify and report Sexual Harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

- A. each Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript that is made of any hearing, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity
- B. any appeal and the result therefrom
- C. any informal resolution and the result therefrom, and
- D. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

STUDENT DISCIPLINE CODE

Student Discipline - Generally

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed ten (10) days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: 1) on school property; 2) at a school-sponsored or school-related event; 3) on the school bus; 4) traveling to or from school, including at a school bus stop; and 5) at any other time or place if the conduct has a direct nexus to the school environment.

Student Code of Conduct

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: 1) identify offenses that may result in discipline; 2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; 3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and 4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

Definitions

For purposes of this Board Policy:

- A. "Suspend" or "Suspension" means a disciplinary removal from school for less than sixty (60) school days.
- B. "Expel" or "Expulsion" means a disciplinary removal from school for sixty (60) or more school days.

- C. “Restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct.
- D. Superintendent, or his or her designee (hereinafter “Superintendent”)

Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board or its designee must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board or its designee must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under fifteen (15), must be approved by the victim’s parent/guardian. The attendees may require the offender to do one or more of the following: 1) apologize; 2) participate in community service, restoration, or counseling; or 3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: 1) intentionally disrupted the class, subject, or activity; 2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or 3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

- A. The student’s age;
- B. The student’s disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student’s parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Discretionary Suspension or Expulsion

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. A suspension of greater than ten (10) school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than ten (10) school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than ten (10) school days or expulsion is warranted, the Superintendent must explain his or her rationale in writing. The rationale must be based on the above factors.

Before exercising this authority, the Superintendent must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Building Administration - ten (10) or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to ten (10) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension.

The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider all of the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Superintendent – Less than sixty (60) days

The Board delegates to the Superintendent the authority to suspend a student for up to fifty-nine (59) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension of up to fifty-nine (59) school days. Before exercising this authority, the Superintendent must consider all of the following factors:

- A. The student's age;
- B. The student's disciplinary history;

- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than ten (10) school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent’s rationale must be based on the above factors.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.”

Superintendent and Board – Expulsion

The Superintendent may recommend that the Board expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in an expulsion. Before exercising this authority, the Board, the Superintendent, must consider all of the following factors:

- A. The student’s age;
- B. The student’s disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Any time the Superintendent or the Board finds that an expulsion is warranted, the Superintendent or the Board must explain its rationale in writing. The Superintendent’s and Board’s rationale must be based on the above factors.

Before exercising this authority, the Superintendent and the Board must provide the student due process as described in the section of this policy entitled “Due Process.” If the student is a student with a disability, the student’s discipline is also subject to the section of this policy entitled “Students with Disabilities.”

Mandatory Suspension or Expulsion

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. Nothing in this section of the Board Policy may be construed to limit the Board’s discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion. The Board directs the Superintendent to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the student will be permanently expelled unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- A. The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- B. The student did not knowingly possess the weapon;
- C. The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or

- D. The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- A. The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- B. The student did not knowingly possess the weapon;
- C. The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or
- D. The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Applicable Definitions for Dangerous Weapon Offense

"Weapon-Free School Zone" means school property and a vehicle used by a school to transport students to or from school property.

"School Property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

"Dangerous weapon" means 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.

"Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm.

"Destructive device" means 1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or similar device); 2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more

than one-half (1/2) inch in diameter; and 3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

“Antique firearm” means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: 1) is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or 2) uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. “Antique firearm” also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. “Antique firearm” does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle-loading weapon, or any muzzle-loading weapon which can be readily converted to fire-fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

Additional Procedures for Dangerous Weapon Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student’s parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion. The Board further directs the Superintendent to make a referral to local law enforcement and to contact the student’s parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school-related activity, or en route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

Arson

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- A. The student’s age;
 - B. The student’s disciplinary history;
 - C. Whether the student has a disability;
 - D. The seriousness of the behavior;
 - E. Whether the behavior posed a safety risk;
 - F. Whether restorative practices are a better option; and
 - G. Whether lesser interventions would address the behavior.
- Additional Procedures for Arson Expulsion.

Additional Procedures for Arson Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student’s permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student’s parent/guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

Criminal Sexual Conduct

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

The student's age;

- A. The student's disciplinary history;
- B. Whether the student has a disability;
- C. The seriousness of the behavior;
- D. Whether the behavior posed a safety risk;
- E. Whether restorative practices are a better option; and
- F. Whether lesser interventions would address the behavior.

Additional Procedures for Criminal Sexual Conduct Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Employee/Volunteer/Contractor Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the Board will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Another Student

A resident student in grade 6 or above who was expelled by another school for committing a physical assault against another student may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board's decision is final.

Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

Additional Procedures for Bomb Threat or Similar Threat

A resident student in grade 6 or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board's decision is final.

Reinstatement Following Suspension or Expulsion

It is the policy of the Board to consider a petition for reinstatement from an expelled student and the parent/guardian and to follow the requirements of sections 1311 and 1311a of the Revised School Code.

Reinstatement Following Mandatory Permanent Expulsion

The parent/guardian (or the student if emancipated or at least eighteen (18) years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon may file a petition for reinstatement 60 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon no sooner than ninety (90) school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least eighteen (18) years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon but not for possessing a firearm or threatening another person with a dangerous weapon, or who was expelled for committing arson or criminal sexual conduct, may file a petition for reinstatement at any time. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon (unless the possession was of a firearm or involved threatening another person with a dangerous weapon) or for committing arson or criminal sexual conduct no sooner than ten (10) school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least eighteen (18) years old) of a student who was in grade 6 or above at the time of expulsion and who was expelled for 1) possessing a dangerous weapon; 2) committing arson; 3) committing criminal sexual conduct; or 4) physically assaulting an employee, volunteer, or contractor, may file a petition for reinstatement 150 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 6 or above at the time of expulsion and who was expelled for 1) possessing a dangerous weapon; 2) committing arson; 3) committing criminal sexual conduct; or 4) physically assaulting an employee, volunteer, or contractor, no sooner than 180 school days after the date of the expulsion.

It is the responsibility of the parent/guardian (or the student if emancipated or at least eighteen (18) years old) to prepare and submit the reinstatement petition. The Board will, however, provide a reinstatement petition form, upon request, for the parent/guardian or student to use. The Board may request that the parent/guardian or the student attach additional relevant information to the reinstatement petition.

The Board will appoint a reinstatement committee, consisting of two (2) board members, one (1) administrator, one (1) teacher, and one (1) parent of a current District student, to consider a reinstatement petition. The Board will appoint the reinstatement committee no more than ten (10) school days after receiving a reinstatement petition. The Superintendent is directed to prepare and submit information to the reinstatement committee related to the circumstances surrounding the student's expulsion and any factors supporting and not supporting reinstatement.

The reinstatement committee must convene not later than ten (10) school days following its appointment to: 1) review the reinstatement petition and supporting documentation submitted by the parent/guardian or the student; 2) review the information submitted by the Superintendent; and 3) submit to the Board a written recommendation on whether the Board should unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement to the student, based on consideration of all of the following factors:

- A. The extent to which reinstatement would create a risk of harm to other students or personnel;
- B. The extent to which reinstatement would create a risk of school liability or individual liability for the board or school personnel;
- C. The age and maturity of the student;
- D. The student's school record before the incident that caused the expulsion;
- E. The student's attitude concerning the incident that caused the expulsion;
- F. The student's behavior since the expulsion and the student's prospects for remediation; and

- G. If the petition was filed by a parent or guardian, the degree of cooperation that the parent or guardian has provided the student and the degree of cooperation that the parent or guardian can be expected to provide the student if the student is reinstated.

Before making its recommendation, the reinstatement committee may request that the student and his or her parent/guardian appear in person to answer questions. If the committee recommends that the student be conditionally reinstated, the committee must include in its written recommendation to the Board a list of recommended conditions.

At or before its next regularly scheduled meeting following receipt of the reinstatement committee's recommendation, the Board will consider the recommendation and make a final decision to unconditionally reinstate the student, conditionally reinstate the student, or deny reinstatement. The Board may require a student, and if the petition was filed by a parent/guardian, the parent/guardian, to agree in writing to specific conditions to reinstatement, including, without limitation, a behavior contract, completion of an anger management program, a "last-chance" agreement, counseling, drug treatment, or a psychological evaluation. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final. Unless otherwise expressly authorized by the Board at the time of denial, if the Board denies reinstatement, the parent, guardian, or student may not file another petition for reinstatement until 180 school days after the date of the denial.

Reinstatement Following Discretionary Permanent Expulsion

The Board delegates to the Superintendent to consider all requests for reinstatement following a discretionary permanent expulsion. Unless otherwise expressly authorized by the Board at the time of a permanent expulsion, a student expelled for reasons other than those resulting in a mandatory permanent expulsion may not petition the Superintendent for reinstatement until at least 150 school days after the date of the expulsion, and the student may not be reinstated until at least 180 school days after the date of the permanent expulsion. Upon receipt of a timely reinstatement petition, the Superintendent will hold a hearing to consider the petition and any information submitted by the student or his or her parent/guardian and the administration in either support of or opposition to the petition. The Superintendent may unconditionally grant, conditionally grant, or deny the reinstatement petition. The Superintendent's decision is final. Unless otherwise expressly authorized by the Board at the time of a permanent expulsion, if the Superintendent denies reinstatement, the parent, guardian, or student may not file another petition for reinstatement until at least 180 school days after the date of the denial.

Enrollment Following Misconduct at Another District

To the extent permitted by law, the District may deny enrollment to a student who engaged in misconduct in another school and who seeks to enroll in the District either: 1) before the previous school imposes disciplinary consequences for the misconduct, or 2) while the student is suspended or expelled from the previous school. The Superintendent is directed to refer any such student to the Board if, under the District's student code of conduct, the student's misconduct in the previous school would result in a long-term suspension or expulsion from the District and, in the Superintendent's opinion, the student's enrollment in the District would jeopardize the safety, welfare, or good order of the District. The Board will hold a pre-enrollment hearing following the Superintendent's referral to consider whether the student may enroll and, if so, any conditions on enrollment. The Board will consider any information submitted by the student or his or her parent/guardian and the Superintendent in either support of or opposition to the student's enrollment.

Due Process

It is the Board's policy to ensure that all students are provided due process as required by state and federal law before a student is suspended or expelled. The Board directs the Superintendent, and all school administrators to protect the due process rights of students as explained below.

If a school administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

Suspension – ten (10) or fewer days

Before making the decision to suspend a student for ten (10) or fewer school days, an administrator will: 1) provide the student verbal notice of the offense the student is suspected to have committed, and 2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing

the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for ten (10) or fewer school days to the Building Principal. The appeal must be submitted to the Building Principal within three (3) calendar days of the suspension. The Building Principal's decision is final. The student will remain suspended while the appeal is pending.

Suspension – fifty-nine (59) days or less

Before making the decision to suspend a student for more than ten (10) school days but less than 60 days, the Superintendent will provide the student and his or her parent/guardian: 1) written notice of the offense the student is suspected to have committed, and 2) notice of the date, time, and location of the hearing. At the hearing, the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent will provide the student and his or her parent/guardian at least three (3) calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. The Superintendent's decision is final.

Expulsion – sixty (60) days or more

For a student subject to a discretionary expulsion of sixty (60) days or longer, the Superintendent shall provide the student and his or her parent/guardian: 1) written notice of the offense the student is suspected to have committed, and 2) notice of the date, time, and location of the hearing before the Superintendent. At the hearing, the student may present evidence and witnesses to show that the student did not commit the alleged offense or that expulsion is not an appropriate consequence. The Superintendent will provide the student and his or her parent/guardian at least three (3) calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not recommend to the Board that the student be expelled unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that expulsion is the appropriate consequence.

A student or his or her parent/guardian may appeal the Superintendent's expulsion recommendation to the Board. The appeal must be submitted to the Board within three (3) calendar days of the expulsion. The Board will hear the appeal at its next regularly scheduled meeting. The Board will review the information submitted at the Superintendent-level hearing and determine 1) whether the allegations against the student were established by a preponderance of the evidence; and 2) whether the expulsion is warranted based on the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

For a student subject to a mandatory expulsion under this policy or Michigan law, the Superintendent shall provide the student and his or her parent/guardian: 1) written notice of the offense the student is suspected to have committed, and 2) notice of the date, time, and location of the hearing before the Superintendent. At the hearing, the student may present evidence and witnesses to show that the student did not commit the alleged offense or that expulsion is not an appropriate consequence. The Superintendent will provide the student and his or her parent/guardian at least three (3) calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not refer the student to the Board for expulsion unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed an act resulting in a mandatory expulsion under this

policy or Michigan law. If the Superintendent determines that the student committed an offense provided under the mandatory expulsion language of this policy or Michigan law, the Superintendent shall refer the discipline to the Board.

A student or his or her parent/guardian may appeal the Superintendent's decision to recommend a mandatory expulsion to the Board. The appeal must be submitted to the Board within three (3) calendar days of the expulsion. The Board will hear the appeal at its next regularly scheduled meeting. The Board will review the information submitted at the Superintendent-level hearing and determine 1) whether the allegations against the student were established by a preponderance of the evidence; and 2) whether the expulsion is warranted based on the following factors:

- A. The student's age;
- B. The student's disciplinary history;
- C. Whether the student has a disability;
- D. The seriousness of the behavior;
- E. Whether the behavior posed a safety risk;
- F. Whether restorative practices are a better option; and
- G. Whether lesser interventions would address the behavior.

The Board's decision is final. The student will remain suspended while the appeal is pending. If the student does not file an appeal of the Superintendent's recommendation, the Board will adopt the proposed discipline.

Law Enforcement

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

Reporting

The Board directs administrators to notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law.

The Board directs administrators to refer a student who is expelled for 1) possession of a dangerous weapon; 2) arson; 3) criminal sexual conduct; or 4) physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Educational Programming During Suspension or Expulsion

Except as otherwise provided in this policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion. The Board authorizes school officials to assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete course work during the period of the student's suspension or expulsion.

Students with Disabilities

It is the Board's policy to follow all applicable state and federal laws related to disciplining students with disabilities. Additionally, students with disabilities are entitled to the same due process protections as all other students.

On the date on which the District decides to 1) expel a student with a disability; 2) suspend a student with a disability for more than ten (10) consecutive school days; 3) suspend a student with a disability for more than ten (10) cumulative school days in the same school year if a pattern of removals exist (explained below); or 4) place a student with a disability in an interim alternative educational setting (explained below), the District will notify the student's parent/guardian of that decision and will provide the parent/guardian a copy of procedural safeguards.

Within ten (10) school days of a decision to 1) expel a student with a disability or 2) suspend a student with a disability for more than ten (10) consecutive school days, the District will convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP or 504 team, to determine whether the student's conduct was a manifestation of his or her disability. If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a manifestation of the student's disability, the District must either: 1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan for the student, or 2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the IEP or 504 team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a forty-five (45)-school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has an IEP must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

Before suspending a student with a disability for more than ten (10) cumulative days in a school year, District administration must determine whether the student's removals from school constitute a pattern. If the District determines that the removals constitute a pattern, the District will, within ten (10) school days of a decision to expel the student or to suspend the student for more than ten (10) cumulative school days in a school year, convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability. If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a manifestation of the student's disability, the District must either: 1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or 2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a forty-five (45)-school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has an IEP must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

District administrators may remove a student with a disability who engages in any of the following conduct to an interim alternative educational setting for not more than forty-five (45) school days, even if the conduct is a manifestation of the student's disability:

- A. Carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function;
- B. Knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function; or
- C. Inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

For purposes of this section of the Policy only, a "weapon" means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. A "weapon" does not include a pocket knife with a blade of less than two and a half (2½) inches in length. No student may be removed to an interim alternative educational setting without first receiving the due process rights afforded under this Board Policy.

Within ten (10) school days of a decision to place a student in an interim alternative educational setting, District administration must convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability. If the student has an IEP and the team concludes that the conduct was a manifestation of the student's disability, the District must either: 1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or 2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the student has an IEP and the team concludes that the conduct was not a manifestation of the student's

disability, the District must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

The District reserves its right to remove a dangerous student from school to the maximum extent permitted by law. The Board directs administration to follow all state and federal laws governing the removal of dangerous students with disabilities.

If a student who is eligible for services under the Individuals with Disabilities Education Act is expelled or suspended for more than ten (10) school days during a school year or placed in a forty-five (45)-school day interim alternative educational setting, administrators must ensure that the student continues to receive programs and services, although in a setting other than the regular school setting, that are sufficient to enable the student to participate in the general education curriculum and to progress toward meeting the goals contained in the student's IEP.

A student who is not currently identified as a student with a disability is entitled to the rights and procedures provided to students with disabilities if the District had knowledge that the student was a student with a disability before the misconduct occurred. The District will be deemed to have knowledge that a student was a student with a disability only if: 1) the student's parent/guardian expressed concern in writing to a District administrator that the student needed special education or related services, 2) the student's parent/guardian requested a special education evaluation, or 3) the student's teacher or other personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the District's special education director or to other supervisory personnel. The District will, however, be deemed to not have had knowledge that the student was a student with a disability if: 1) the student's parent/guardian refused to allow the District to evaluate the student; 2) the student's parent/guardian refused special education for the student; or 3) the student was previously evaluated and determined to not be a student with a disability.

This policy does not provide a comprehensive description of the disciplinary rights and procedures due to students with disabilities. The Board directs administration to ensure that all other rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, state law, and Board policy.

HEARING RIGHTS AND PROCEDURES

Right to a Hearing

Before a student is suspended from school for more than ten (10) school days or is expelled from school, the student has a right to a hearing. The Superintendent, or his or her designee (hereinafter "Superintendent"), conducts hearings for students accused of committing an offense that may result in suspension of less than sixty (60) school days and for students accused of committing an offense that may result in an expulsion of sixty (60) days or more, or permanent expulsion. A removal from school for sixty (60) or more days is an expulsion.

What Is a Hearing?

If, after investigating student misconduct, a school administrator ("Administrator") determines that a student engaged in misconduct that should result in either a suspension of more than ten (10) school days or expulsion, the Administrator will refer the matter to the Superintendent. The Superintendent will conduct a due process hearing to determine: 1) whether the alleged misconduct occurred; and 2) if so, what the appropriate consequences should be.

The student, and his or her parent/guardian, will be notified in writing at least three (3) calendar days before the hearing. The notice will include: 1) a description of the alleged misconduct; 2) the potential disciplinary consequences that may be imposed; 3) the date, time, and location of the hearing; and 4) an invitation to the student and his or her parent/guardian to attend and participate in the hearing.

During the hearing, the Administrator will provide a description of the alleged misconduct and an explanation of the facts related to the misconduct. The student, and his or her parent/guardian, may present evidence and witnesses to demonstrate that the student did not engage in the alleged misconduct or that suspension or expulsion is not the appropriate consequence. The student, and his or her parent/guardian, may also present evidence of any mitigating factors that the Superintendent should consider. The student, and his or her parent/guardian, may be represented by an attorney, or another adult advocate, at their sole expense.

Although the student, and his/her parent/guardian, are entitled to due process, student discipline hearings are not trials. The student and his or her parent/guardian do not have the right to compel attendance of witnesses or to cross-examine witnesses.

Typical rules of evidence are not followed. A student's refusal to answer a question, unless the student is invoking his/her Fifth Amendment rights, or failure to attend a hearing may be considered by the Superintendent and the Board.

Superintendent Hearing

If, following an investigation, a student is recommended for suspension for more than ten (10) school days, but fewer than sixty (60) school days, or an expulsion for sixty (60) days or greater, the Superintendent will conduct the hearing. At least three (3) calendar days before the hearing, the Superintendent will provide the student, and his or her parent/guardian, the written notice described above.

The Superintendent will not suspend the student unless, after the completion of the hearing, the Superintendent is convinced, based on a preponderance of the evidence, that the student committed a violation of the Student Code of Conduct, and after considering all legally required factors, suspension is the appropriate consequence. The Superintendent will provide written notification of his or her decision to the student, and the student's parent/guardian, within three (3) calendar days of the hearing. The Superintendent's decision is final.

Board Hearing

If following a disciplinary hearing, the Superintendent recommends a student for expulsion (sixty (60) or more days), the student may appeal that decision to the Board of Education. At least three (3) calendar days before the Board considers the appeal, the Superintendent will provide the student, and his or her parent/guardian, the written notice of the date, time, and location of the Board meeting to review the appeal.

On appeal, the Board will undertake the following:

- A. Provide the student, and his or her parent/guardian, the opportunity to request that deliberations be held in closed session pursuant to section 8(b) of the Michigan Open Meetings Act. The student, and his or her parent/guardian, must notify the Superintendent before the hearing to request that the deliberations occur in closed session;
- B. At the sole discretion of the Board of Education, they may appoint a hearing officer if so determined appropriate;
- C. Review the evidence submitted at the disciplinary hearing before the Superintendent;
- D. Provide the Administration with an opportunity to explain the evidence supporting discipline;
- E. Provide the student and his or her parent/guardian with an opportunity to address the Board;
- F. Determine (1) whether the allegations against the student were established by a preponderance of the evidence; and (2) whether the expulsion is warranted based on the following factors: The student's age; The student's disciplinary history; Whether the student has a disability; The seriousness of the behavior; Whether the behavior posed a safety risk; Whether restorative practices are a better option; and Whether lesser interventions would address the behavior.
- G. Take action in open session at the current Board meeting to (a) adopt the Superintendent's disciplinary recommendation; (b) modify the disciplinary recommendation; or, (c) rescind all discipline.

The Administrator, student, and his or her parent/guardian, may not provide additional evidence or testimony before the Board that was not presented before the Superintendent at the disciplinary hearing.

The appeal will be considered at a regular or special Board meeting.

The Superintendent will provide written notification of the Board's decision to the student, and his or her parent/guardian, within two (2) calendar days of the hearing. The Board's decision is final.

PROGRESSIVE DISCIPLINE POLICY

In an effort to affect a change in negative behavior, progressive discipline will be administered. Consequences for violations of the discipline code will be at the discretion of the administration and taking into consideration all relevant factors for the FIRST offense. On the second and subsequent violations, progressively more severe consequences will be enforced. An example of a student violating the same rule would be: A detention issued for the first offense, a Saturday detention issued for the second, a suspension for the third, and so on. Restorative practices intended to repair the harm done by the inappropriate behavior/violation will be implemented whenever possible and appropriate. Restorative practices may be in addition to or in place of more traditional consequences.

DUE PROCESS PROCEDURES

A student being considered for suspension/expulsion must be provided an informal administrative hearing. As a minimum, this will include a meeting between the Principal or other person authorized by the Board of Education to administer suspension to the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend himself/herself.

- The designated school representative convening the hearing must give the student oral or written notice of the charges.
- If the student denies the charges, the designated school representative must provide an explanation of the evidence against the student and also provide an opportunity for the student to explain his/her side of the story.
- An impartial disciplinary judgment is made by school administrative personnel based upon evidence gathered by school personnel and by any other evidence or proof offered by the student in his/her defense.
- When there is justification to suspend, the designated school representative provides oral notice to the student and, where possible, the parent. Immediately following the decision to suspend, the parent should be notified in writing. The notice includes the length of the suspension and any special conditions relating to it (examples are: bus suspensions, in-school suspensions and out-of-school suspensions), and provisions or requirements to make up missed work.
- If a student or a parent questions or disagrees with a disciplinary ruling they may appeal this decision, in writing, to the principal within five school days. There is no appeal beyond the principal for suspensions of 10 days or less. For suspension of more than 10 days, an appeal may be made to the Superintendent of Schools, in writing, within five school days of the principal's decision. Appeals will not be heard unless the aforementioned procedure is followed.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

COMSTOCK PARK HIGH SCHOOL EXPECTATIONS AND CONSEQUENCES

See chart below for consequences related to each

1. Possession/use 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 makes 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.
2. Arson/Purposely setting a fire: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this rule will result in expulsion.
3. Criminal Sexual Assault/Conduct: CSC on school grounds or at a school function is permanent expulsion under state law. CSC committed against another pupil enrolled in the same school district is a discretionary suspension or expulsion under state law.
4. Physically assaulting a staff member/student/person associated with the District: Physical assault (fighting) on a staff member will result in expulsion. Physical assault on a student or other person may result in charges being filed and the student will be suspended and/or expelled. The School will have jurisdiction during the school day, at school activities or on school grounds, and when students are en route to and from school. Violation of this rule will result in expulsion under the guidelines of the State of Michigan.
5. Fighting: Fighting is any non-approved physical altercation between two active participants (not aggressive behavior or assault). Students fighting in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement. Students involved in instigating the fight will be disciplined as well.
6. Aggressive Behavior: Aggressive behavior is any aggressive verbal or physical act by an individual. Students exhibiting aggressive behavior in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement. Students involved in instigating aggressive behavior will be disciplined as well.
7. Threatening or intimidation of a staff member/student/person associated with the District: Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered an assault as will profanity directed toward a staff member in a threatening tone. Letters, pictures, or emails containing vulgarity, profanity, or threats will also be a violation of this policy. Electronic communications containing threatening content are also inappropriate and prohibited under this policy. Violations of this rule will result in suspension or expulsion. Profanity or vulgarity toward a person will result in a suspension.

8. Use, possession or distribution of drugs/alcohol/**vaping devices and paraphernalia**: The use of and the unlawful possession of illicit drugs and alcohol is wrong and harmful. The School has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and during transportation. This means that any activity: possession, sale, intent to sell, distribution, purchase, or use of drugs, synthetic cannabinoids and other synthetic drugs, alcohol, fake drugs, steroids, inhalants, inappropriately used prescription drugs, or look-alike drugs, drug paraphernalia, vaping devices, vape juices, and paraphernalia is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. If caught, law enforcement officials may be contacted. Violations of this rule will result in up to a 10-day suspension and possible expulsion. Students caught with an illegal substance are subject to the same consequences. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. Students who violate the drug abuse section of the Code of Conduct may be assigned to in-school suspension in total or in part, if they agree to participate in a voluntary alcohol/drug education program approved by the principal.

9. Smoking/Tobacco: Possession or use of tobacco in any form on school grounds or school-sponsored events will result in a minimum suspension of 1 day. This includes lighters and other tobacco paraphernalia and lookalikes.

10. False alarms and false reports: 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 will result in a suspension up to expulsion.

11. Explosives: Possession or use of explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in a suspension or expulsion and police referral.

12. 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 an administrator. Violations of this rule will result in suspension or expulsion, law enforcement action, and possible legal ramifications. During the suspension or expulsion period the student is not allowed to participate or attend any school district sponsored activities.

13. 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 office. The School is not responsible for personal property. Violations of this rule may result in a suspension or expulsion.

14. Insubordination/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 direction by a staff member, the student is expected to comply. Violations of this rule can result in at least a one day suspension or expulsion. Any student who refuses a search under the guidelines of the search and seizure school code, which includes a PBT (Breathalyzer Test), is subject to the discipline of the disciplinary infraction in question. This includes athletic penalties if applicable. This discipline could result in suspension or expulsion. Fleeing when under search will be treated as an admission of guilt of the highest penalty.

15. Damaging property: Vandalism and disregard for school property will not be tolerated. Violations will result in at least a one-day suspension or expulsion, and restitution must be paid.

16. Persistent tardiness and absences: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. (See Attendance on page 54 for further details.

17. 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 could result in a suspension or expulsion.

18. Aiding or abetting violation of school rules: If a student assists another student in violating any school rules, 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.

19. Displays of affection: Students demonstrating affection between each other is personal and not appropriate in school. This includes touching, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in parental contact, detention, suspension from school, or possible expulsion.

20. Possession of electronic equipment: The school supplies most electronic equipment necessary in school. However, students are encouraged to bring their own electronic devices that may aid in school such as laptop computers, tablets, and smartphones. All electronic devices may only be used or visible in classrooms with teacher permission, or before school, after school, at lunch during a green day, and during passing time. Staff members have the right to confiscate the device if the student uses a device inappropriately or at a time not allowed by the teacher or school policy. This includes text messaging. Laser pointers will be considered a violation of this rule. Comstock Park High School is not responsible for any lost, damaged, or stolen items.
21. Violation of individual school/classroom rules: Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Repeated violations of rules could result in academic detention, suspension or expulsion.
22. Violation of bus rules: Please refer to "Transportation Section" on page 53 for bus rules.
23. Disruption of the educational process: Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in detention, suspension or expulsion.
24. 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 will result in suspension or expulsion.
25. 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 will result in a suspension or expulsion.
26. Profanity/vulgarity: Inappropriate language is not acceptable. Violations of this rule could result in detention, suspension, or expulsion.
27. Inappropriate and Gross Misbehavior: Misbehavior - misconduct exceeding reasonable limits. This will result in parent contact, possible detention, suspension, expulsion, and possible legal action.
28. False Accusations/Deception/Lying: Students making false accusations or false reports, lying or attempting to deceive administration during investigations are subject to detention, suspension and/or expulsion.
29. Reckless Driving: Speeding, burnouts, power sliding, turfing, and other forms of reckless driving are strictly prohibited. Violation will result in loss of driving privileges, and possible detention and /or suspension and police referral.
30. Areas off limits: Students are not allowed to be in the gymnasium, weight room, classrooms, copy rooms, or balcony unless they are under the supervision of a teacher or coach. Under no circumstances are students to climb the closed bleachers. Students referred to the office should report directly to the office staff, be seated, and remain quietly seated until an administrator can talk with them.
31. 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 an administrator to discuss the proper way to plan such an activity. Student input appreciated, all student petitions or demonstrations should be conducted through the student leadership. Students who cause or disrupt the educational process or the School may be subject to suspension or expulsion. Violation of these rules will result in a possible suspension.
32. Dress code violations: See handbook section on dress code on page 24.
33. 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.
34. 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. Violations of this rule could result in suspension or expulsion.
35. Misconduct away from school: Any act outside of school that affects the educational process in school is a violation of school rules and is subject to discipline based on that offense.

36. Harassment & Bullying: It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on District property or at any school related events, on or off district property.

- **Sexual Harassment**
 - A. Verbal: A written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
 - B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
 - C. Physical: Threatened, attempted, or actually unwanted bodily contact, including but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse.
- **Gender/Ethnic/Religious/Disability/Height/Weight Harassment**
 - A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person's gender, national origin, religious beliefs, etc. or conducting a "campaign of silence" toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
 - B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
 - C. Physical: Any intimidating or disparaging action such as hitting or spitting on another person.
- **The Revised School Code: State of Michigan, Section 1310b**
 - (10)(b) "Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following located under (10)(c)
 - (10)(c) "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:
 - (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
 - (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - (iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Any student who believes that s/he is the victim of any of the above actions or have observed such actions taken by another student, staff member, or other person associated with the district, should promptly take the following steps:
 - If the alleged harasser is a student, staff member, or other person associated with the district other than the student's assistant principal or principal, the affected student should, as soon as possible after the incident, contact the appropriate school representative.
 - The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) s/he believes to be responsible for the harassment and the nature of the harassing incident(s).
 - The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
 - If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, verbal or written warning, in-school suspension, restriction of privileges (extra and/or co-curricular) or detention.
- All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

- Any criminal acts taken 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.

36A. 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.

DISCIPLINE CHART (Summary of that which is stated above)

| BEHAVIOR | 1ST OFFENSE | 2ND OFFENSE | 3RD OFFENSE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1. Possession of a weapon (Guns, Knives, etc. will result in State Mandated Expulsion) | 3-10 day OSS with possible recommendation for long term suspension up to expulsion, police referral, and parent conference. | 5-10 day OSS with possible recommendation for long term suspension up to expulsion, police referral, and parent conference. | 10 day OSS with possible recommendation for long term suspension up to expulsion, police referral, and parent conference. |
| 2. Arson/Purposely setting a fire or explosives | 10 day OSS with recommendation for expulsion, police referral. | X | X |
| 3.A. Sexual misconduct on school grounds, or at a school function/Criminal Sexual Misconduct (CSC will follow state mandated expulsion laws). | 10 day OSS with recommendation for expulsion, police referral, and parent conference | X | X |
| 3.B. Criminal sexual conduct committed against another pupil enrolled in the same school district is a discretionary suspension or expulsion under state law. | 10 day OSS with possible recommendation for expulsion, police referral, and parent conference | X | X |

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|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 4. Physically assaulting a person | 5 to 10 day OSS with possible recommendation expulsion, possible police referral, parent conference | 10 day OSS with recommendation for expulsion, possible police referral, and parent conference | X |
| 5.A. Fighting | 5 to 10 day OSS | 5 to 10 day OSS, parent conference | 10 day OSS with possible recommendation of long term suspension up to expulsion, possible police referral, and parent conference |
| 5.B. Instigating a fight | 1-3 Day OSS | 3-5 Day OSS | 5-10 Day OSS with possible recommendation of long term suspension up to expulsion. |
| 6. Aggressive Behavior | 3 day OSS | 3 to 5 day OSS | 5 to 10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference |
| 7. Threatening or intimidating a staff person, student or other member of the district. | 3-10 day OSS with possible recommendation of long term suspension up to expulsion, possible police referral and parent conference | 10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference | X |
| 8A. Use of drugs/alcohol - use or possession. Includes coming to school under the influence and possession of paraphernalia. | 10 day OSS, possible police referral, possible recommendation of long term suspension up to expulsion and parent conference | 10 day OSS with recommendation of long term suspension up to expulsion, possible police referral, and parent conference | X |
| 8B. Drug distribution: transfer, sale or the intent to sell or purchase of drugs. | 10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference | X | X |
| 8C. Use/Possession or distribution of vaping devices and paraphernalia. | 5-10 day OSS, possible police referral | 10 day OSS, possible police referral, possible recommendation of long term suspension up to expulsion and parent conference | 10 day OSS, possible police referral, recommendation of long term suspension up to expulsion and parent conference |
| 9. Use/Possession or distribution of tobacco. | Up to 2 days OSS | Up to 5 days OSS | Up to 10 days OSS |

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|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 10. Setting false alarms/false reports (Bomb Threats, fire, etc.) | 10 day OSS with recommendation of long term suspension up to expulsion, police referral, and parent conference | X | X |
| 11.A.Possession of Explosives | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral. | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral. | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion. Possible police referral. |
| 11B. Use of Explosives | 10 day suspension with recommendation of long term suspension up to expulsion, possible police referral. | X | X |
| 12. Trespassing/loitering | 1 to 5 days OSS, possible police referral | 3 to 10 days OSS, possible police referral | 5 to 10 days OSS, possible police referral |
| 13. Theft | 1 to 3 days OSS, possible police referral. | 3 to 5 days OSS, possible police referral. | 5 to 10 days OSS, possible police referral. |
| 14. Insubordination | Up to 3 days OSS, parent conference | Up to 5 days OSS, parent conference | Up to 10 days OSS, parent conference. Further insubordination may result in long term suspension up to expulsion |
| 15. Damaging property | Up to 10 days OSS plus fines (Extreme Damage = 10 day OSS plus rec. for expulsion) | Up to 10 days OSS plus fines, possible recommendation of long term suspension up to expulsion | Up to 10 days OSS plus fines, and possible recommendation of long term suspension up to expulsion |
| 16. Persistently tardy | 5th Tardy - Detention | All other Tardies - Detention, 13 or more tardies Social Probation | X |
| 17. Refusing to accept discipline ex: skipping Detention or lunch detention, unpaid parking tickets or refusal to turnover cell phone. | Up to 3 day suspension | Up to 5 days OSS | Up to 10 days OSS, possible recommendation of long term suspension up to expulsion. |
| 18. Aiding and abetting violation of school rules | See discipline for that rule violation. | See discipline for that rule violation. | See discipline for that rule violation. |

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|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 19. Engaging in displays of affection | Student calls home to parent | Parent phone call & Detention. | Parent phone call, detention or suspension for insubordination. |
| 20. Possession of electronic equipment outside of what the school policy permits | Device collected by school staff and student must pick up the device. | Device collected by school staff, student must pick up the device and student detention. | Device collected and picked up by parents plus detention and/or suspension. |
| 21. Violation of classroom rules | Detention | 1 Day ISS | 3 Day OSS |
| 22. Violation of bus rules | To be determined by Transportation Department | To be determined by Transportation Department | To be determined by Transportation Department |
| 23. Disruption of the educational process | Up to 10-day suspension with possible recommendation of long term suspension up to expulsion. | 1-10 day suspension with possible recommendation of long term suspension up to expulsion. | 1-10 day suspension with possible recommendation of long term suspension up to expulsion. |
| 24. & 25. Gambling/Extortion | 1-10 day suspension w/possible recommendation of long term suspension up to expulsion | 1-10 day suspension w/possible recommendation of long term suspension up to expulsion | 1-10 day suspension w/possible recommendation of long term suspension up to expulsion |
| 26. Profanity/vulgarity/inappropriate language | Up to 3 day OSS | Up to 5 day OSS | Up to 10 day OSS, possible recommendation of long term suspension up to expulsion |
| 27. Inappropriate and gross misbehavior | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion |
| 28. False accusations/ lying to staff members | Up to 10 day OSS, possible recommendation of long term suspension up to expulsion | Up to 10 day OSS, possible recommendation of long term suspension up to expulsion | Up to 10 day OSS, possible recommendation of long term suspension up to expulsion |
| 29. Reckless driving | Revoke of driving privileges for up to 1 week, police referral. | Revoke of driving privileges for Semester, police referral | Revoke of driving privileges for remainder of school year and police referral. |
| 30. Areas off limit to students | See inappropriate behavior | See inappropriate behavior | See inappropriate behavior |
| 31. Disorder/demonstration | 1 to 10 day OSS, with possible police referral, parent conference, and | 1 to 10 day OSS, with possible police referral, parent conference, and | 1 to 10 day OSS, with possible police referral, parent conference, and |

| | | | |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | possible recommendation of long term suspension up to expulsion | possible recommendation of long term suspension up to expulsion | possible recommendation of long term suspension up to expulsion |
| 32. Dress Code violations | Change or call home (must wait in office for change of clothes to come). Hats, hoods, and other violations will be dealt with individually. | Detention | 1 Day ISS |
| 33. Failure to report knowledge of dangerous weapons or threats of violence | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion | Up to 10 day suspension with possible recommendation of long term suspension up to expulsion |
| 34. Unauthorized use of school or private property | 1-10 day OSS | 1-10 day OSS | 1-10 day OSS with recommendation of long term suspension up to expulsion |
| 35. Misconduct Away from School (including online harassment) that interferes with the educational process at school. | See related handbook offense. Up to 10 day suspension and possible police referral. | See related handbook offense. Up to 10 day suspension and possible police referral. | See related handbook offense. Up to 10 day suspension with possible recommendation of long term suspension up to expulsion and possible police referral. |
| 36. Harassment and/or bullying. Including online harassment and bullying. | Up to 10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral. | 5 to 10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral. | 10 day OSS. Possible recommendation of long term suspension up to expulsion and police referral. |

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. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal’s responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the discipline match the severity of the incident.

DISCIPLINE - EXTRA CURRICULAR EVENTS

All school rules and expectations carry over to extra-curricular events, whether on Comstock Park property or at another location. Any student who has been removed from a school sponsored event shall be denied access to future school sponsored events. This includes, but is not limited to sporting events and fine arts performances.

STAFF DETENTION

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parent's notice. The student or his/her parents are responsible for transportation. Students are to bring enough homework for the duration of this period.

LUNCH DETENTION

Lunch Detentions will be in session during the school day. A student missing any portion of his/her assigned time in Lunch Detention may be given added time. Failure to be in attendance will result in a one-day out-of-school or in-school suspension

and possibly a meeting with parents before coming back to school. Any such suspension will be in accordance with district guidelines on suspension and expulsion.

- Students are not to communicate with each other unless given special permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students are not allowed to sleep
- No radios, cards, magazines, or other recreational articles shall be allowed in the room
- No food or beverages shall be consumed except water

SOCIAL PROBATION

Students who choose to violate the CPHS student conduct policy will also be subject to social probation.

Social Probation: Loss of the privilege to attend social extra-curricular activities. Additional penalties may include loss of flex-time freedom of choice, and/or class passing time and lunchroom attendance. Based on restorative practices and attempting to promote students making the best choices additional social probationary consequences may be found within the Social ExtraCurricular Activities list.

Social Extra Curricular Activities Included:

- All Dances
- All Athletic Events
- All School Plays
- All School Concerts
- All School Assemblies
- Passing Time Between Classes
- Lunchroom Access During Lunches
- Any Evening School Event
- Flex Time Honor Events and Locations
- Flex Time Choice

Tier 1: Suspensions of 10 days or more

- One (1) Calendar Year

Tier 2: Suspensions of 6-9 days

- Eighteen (18) weeks

Tier 3: Suspensions 5 days or less, excessive absences/tardies and or electronic violations

- Nine (9) weeks

HALLWAY CONDUCT

Conduct in halls sets the tone for student behavior in classrooms. With this in mind and in order to promote a safe and orderly educational atmosphere within the building, students are expected to observe the following:

- Walk and pass quietly between classes.
- Pick up items found on the hall floors and dispose of them properly -- don't litter.
- Refrain from unacceptable physical conduct, such as: pushing, shoving, rough play, or public display of affection.
- Observe proper etiquette and courtesy by not blocking the halls with legs/feet or body.
- Items are not to be thrown in the halls.
- Identify yourself accurately when requested to by a staff member, and present your student I.D. card when requested.

PERSONAL COMMUNICATION/ELECTRONIC DEVICES (BOE Policy 5136)

Before school, after school, and during passing time, students are allowed to use personal communication devices while on school property to facilitate family communication regarding school related activities or family events. For the purpose of these guidelines, "personal communication device/device" includes personal computers, tablets, cell phones, and/or any web-enabled devices of any type. Students may not access social media sites during the instructional day.

All students must adhere to the following guidelines:

- Use of the devices shall be limited to the period before classes begin in the morning, during passing time, and after the regular school day.

- All devices **must be turned off** and stored in the student’s hallway locker and/or kept out of sight during instructional time.
- Devices operated in violation of this rule, or for any illegal purpose, may be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held.
- Devices capable of taking photographs or video may not be used for such purpose during the school day and/or at school related activities without the express permission of a staff member. Such devices may not be used to invade the reasonable expectation of privacy at any time on the school campus.
- Devices capable of communication may not be used and must be out of sight during testing.
- Headphones may not be used and must be out of sight during the school day, including passing time.
- Devices may not be used for non-instructional activity during the instructional day (**no texting, social media, or personal phone calls/texts**).
- Students may not use 3G/4G networks during the instructional day. Students may not attempt to bypass the schools network filters.

Students violating this policy may be subject to disciplinary action including but not limited to detention, confiscation of the electronic device, suspension and/or expulsion..

The District reserves the right to collect and examine any device suspected of being the source of attack/virus. The District also reserves the right to collect and examine any device suspected of containing evidence regarding bullying/harassment, illegal activity, or any other school violation. Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property.

Students may not use a device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using devices to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon race, color, appearance, national origin, Sex, sexual orientation, disability, age, religion, ancestry, or political beliefs.

Parents/Guardians are advised that the best way to get in touch with their student during the school day is by calling the school office.

All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment.

When a student is requested by a staff member to turn over an electronic device, they must comply. Failure to do so may result in consequences including but not limited to suspension from school for insubordination.

ACADEMIC DISHONESTY

The administrative and teaching staff believe that it is the student’s responsibility to maintain integrity and honesty in the academic setting. Teachers will do all in their power to eliminate academic dishonesty within their classrooms.

Although teachers have a certain amount of discretion in implementing their own policy on academic dishonesty within their classrooms, they **MUST** report substantiated cases of academic dishonesty to an administrator. Upon notification by the teacher, the parents or guardians must be notified either verbally or in writing within 48 hours of the incident. A conference with the parents or guardians, the student, teacher and administrator will be established to discuss the matter, and hopefully, prevent any such action by the student in the future.

The following disciplinary actions will occur:

First Offense:

- The student will receive a grade of zero (0) on the academic work in which the academic dishonesty occurred. The student must re-do the academic work and at the discretion of the teacher will receive up to eighty percent (80%) credit for the new academic work.
- The student will be placed on social probation for nine (9) weeks.

Second Offense:

- The student will receive a grade of zero (0) on the academic work in which the academic dishonesty occurred. The student must re-do the academic work and at the discretion of the teacher will receive up to eighty percent (80%) credit for the new academic work. The student will receive an “E” in the class and “CR” for the semester in the course if the student re-does the academic work successfully and meets all other expectations for credit in the course.
- The student will be placed on social probation for eighteen (18) weeks.

Third Offense:

- The student will receive a grade of zero (0) on the academic work in which the academic dishonesty occurred. The student must re-do the academic work and at the discretion of the teacher will receive up to fifty percent (50%) credit for the new academic work. The student will receive an “E” for the semester in the course and “CR” for the semester in the

course if the student re-does the academic work successfully and meets all other expectations for credit in the course, and earns at least a C+ on the final exam/test out.

- The student will be placed on social probation for one (1) academic school year.

ACADEMIC DISHONESTY can take many forms which include, but are not limited to:

- Copying answers from another student's homework, test, quiz, or other assignment.
- Plagiarism on a term paper or other written project.
- Using notes, cheat sheets or other devices on a written response without the instructor's express permission.
- Taking a copy of a test or quiz from the room without the knowledge or permission of the instructor.
- Computer-generated programs, disks, or work that is not the sole effort of the student claiming the work.

THREATS AND ASSAULTS

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

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.

"At school" means 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.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a. the student's age
- b. the student's disciplinary history
- c. whether the student has a disability
- d. the seriousness of the violation or behavior
- e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f. whether restorative practices will be used to address the violation or behavior
- g. whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a **rebuttable presumption that a suspension or expulsion is not justified** unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the administration will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

DRUG-FREE ZONE

In order to provide a drug-free environment for all students attending Comstock Park High Schools, a Drug-Free Zone is established. No student may use, consume, distribute, sell or buy any drug, alcohol, drug look-alike or tobacco on school

property or 1,000 feet around school property (approximately two blocks). The school Policies and Regulations apply to all students within this Drug-Free Zone.

CLOSED CAMPUS

Students may not leave the campus at any time during the school day without permission from the high school office, including lunch periods. Students are not allowed in the student parking lot during the school day. **Students who choose to leave during lunch may lose their driving privileges and/or receive detentions for the first offense.** A second offense for leaving school grounds will result in loss of driving privileges and will be treated as insubordination on behalf of the student. Discipline will be in accordance with the Misconduct Consequences and Progressive Discipline Policy.

STUDENT DRIVING RULES

Driving a vehicle to school is a privilege afforded by the school to students of driving age. Application for a permit to drive may be secured from the main office. All students who drive to school, even on an occasional basis, must register their cars. The Comstock Park High School parking sticker is to be displayed on the lower right of the passenger side of the windshield.

- Students who drive to school must register each vehicle they drive. A fee of \$5.00 will be charged for this permit.
- Students who drive to school must lock their vehicles and remain out of vehicles until the conclusion of the school day. This includes, but not limited to: sitting in your vehicle during class, lunch, between classes, or going to your vehicle for any reason without permission.
- Students will not be allowed to drive off school grounds during the noon hour. Exceptions will be made for college, work and Career/Tech Center students only. (See the closed campus policy above).
- Students are expected to operate motor vehicles in a safe manner observing all posted signs and speed limits at all times. School buses have the right of way.
- When a vehicle is sold or transferred, that information must be supplied to the Assistant Principal's office.
- Students must park in their designated area only. This is the large parking lot in front of school across the drive by the baseball and softball fields. A new stairway has been installed to assist students to cross the drive. Students may not park in the fire lanes, handicap lanes, loading zones, driveways, and faculty or staff areas. Vehicles parked in unauthorized areas may be towed, at the owner's expense, or be recommended for ticketing by local law enforcement authorities. Unauthorized or improper use of the school parking lot or failure to obtain a parking permit may result in the immobilization of the vehicle. A fee is charged for removal of the mechanical boot from unregistered, illegally parked, or otherwise unauthorized vehicles.
- As a condition of allowing students to park on school property, your vehicle may be subject to search if the district has reasonable suspicion that the vehicle may contain drugs, alcohol, weapons, or other items that may violate school rules and/or the law.
- Motorbikes, bicycles, etc. must be parked in the front lot by the baseball field of the school. It is strongly suggested that bikes should be secured to the rack provided to avoid theft or tampering.
- **Students who violate these guidelines may have their driving/parking privileges revoked or restricted as early as the first offense at the discretion of the administration – FOLLOW THE RULES.**

SCHOOL BUSES

All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. Students are expected to discipline themselves and comply with the orders of the operator. Misconduct on buses will not be tolerated, and will result in forfeiture of the privilege of riding. There must be no disturbances of any kind, which might distract the driver and imperil the safety of the passengers. Drivers have the right to assign special seating to students. Video cameras have been placed on the buses to monitor and record student behavior.

TO ALL STUDENTS:

- A student should always be at the bus stop at least five minutes before the bus is scheduled to be there and remain off the roadway while waiting for the bus. Students must comply with all school regulations at a bus stop.
- Bus riders should not move to board a bus until it is completely stopped and the door is open. Bus riders should cross in front of the bus, and then only upon the signal of the driver, when crossing a street.
- Bus riders must remain seated when the bus is in motion.
- Bus riders should leave their seats only after the bus has come to a complete stop at their own bus stop. Exit through the emergency doors is expressly forbidden. This is for emergency use only.
- No part of the body should be allowed to protrude from the window or in the aisles. Windows or doors are not to be opened without the permission of the driver.
- Shouting, screaming, smoking, lighters, dangerous objects, weapons, squirt guns, vulgar talk, throwing objects, running, fighting and pushing are not permitted.
- The rider causing the damage shall pay for any damage to the bus.
- All riders should help keep the bus clean and sanitary on the inside. Eating or drinking is prohibited on the bus at all times.

- Be courteous and obedient to the bus driver to enable that driver to make the school bus ride safe. Refusal to identify yourself to the driver, or giving a false name, may result in immediate denial of transportation.
- Musical instruments must be held by the owners. Do not leave them in the aisles, at the front door, or rear emergency door.
- No pets or animals are allowed on the bus.
- No student is permitted to get on or off the bus at another school or at another student's bus stop without written permission from a parent and approval by an administrator.

SCHOOL BUSES - VIDEO RECORDINGS

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal 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.

“PRANKS”

The defining parameter of a “prank” is a student act of conduct that is intended to draw attention from the school body and/or is a form of retaliation. It may also be directed towards an individual. In all cases, the discipline will match the offense, with full restitution for any incurred maintenance expenses and in severe cases, possibly resulting in revocation of graduation privileges (for seniors), suspension or expulsion.

ATTENDANCE - ABSENCES

ATTENDANCE PHILOSOPHY

Regular attendance is a necessary part of a student's learning, growth and education. It is also the school's goal, in cooperation with parents, to teach promptness and responsibility. We strongly urge parents to support us in reaching this goal by scheduling appointments for students during non-school hours and planning family vacations to coincide with the school calendar.

Lack of consistent attendance is one of the most common causes of poor student performance and significantly hinders learning. The nature of most classes requires regular and consistent attendance in order to receive the full benefit of instruction. Make-up assignments cannot be issued in every circumstance. Each course may include a component of classroom participation as a part of the grading criteria. If a student is absent (either excused or unexcused) a significant number of times, and is not able to participate in daily classroom discussion or activities that contribute to the participation portion of the grade, this will have a negative impact on the overall course grade. Participation and receiving instruction is essential to learning. Grading criteria that includes class participation will be listed specifically in each course syllabus.

A student's attendance record becomes part of his or her permanent record. Employers and post-secondary institutions consider attendance as important as a student's grade point average. Attendance is data that indicates the important employability skills to employers of dependability and reliability. You cannot add value (serve, produce, create, ect.) if you are not present. Our students add value to our classrooms and school when they are present. Attendance is a benefit to all students!

If a student develops a pattern of poor attendance in any course, the parent(s)/guardian(s) will receive notification from the office regarding the excessive number of absences in class(es). Our goal is to support parents and students in identifying and overcoming the barriers that are preventing attendance.

- Students accumulating 12 or more absences in a course during a semester may lose the opportunity to earn a letter grade in that course. If the student passes the course, they will receive CREDIT with an “E” towards their GPA (GPA 0.00).
 - **A student may earn the letter grade by attaining a 77% or higher on the final exam to ensure the required mastery of the targeted content.**
- A student attendance plan will be written if absences continue. (See Truancy/Chronic Absenteeism for additional details).

Confirming an Absence

Every absence must be confirmed. Whenever a student is absent from school, he/she should have the parent(s)/guardian(s) call the school Attendance Office on the day he/she is absent or on the day of return, between the hours of 6:30 a.m. and 2:30 p.m. unless the absence was pre-arranged. Before or after these hours, the parent may leave a message on the

answering machine by calling **254-5205**. If verbal confirmation is not obtained, a written note from the parent(s)/guardian(s) must be brought to the Attendance Office **immediately** upon the students' return to school. Appeals, late confirmations, or special situations shall be resolved by the Principal or by his/her designee.

The note should indicate:

- The student's first and last name;
- The date or dates of the absence;
- The reason for the absence;
- The parent(s)/guardian(s)' signature.

Students who miss 10 consecutive days of instruction (Not Confirmed/Called) will be dropped from the rolls of Comstock Park High School on the 10th day of the consecutive absence, after written notice from the Assistant Principal inviting the student and the parent to a meeting to discuss the reasons for the excessive absences. Consideration for re-enrollment will be given at the beginning of the next semester.

COMMON ATTENDANCE CODES

All attendance codes are two letters. A loss of instruction code (T/A or D) will always be followed by an explanation code (C/N or U).

Lost instruction codes (first letter)

| Lost of Instruction | Letter Code | Meaning |
|-----------------------------------------|-------------|-----------------|
| Absent | A | Absent |
| Tardy, less than 10 minutes | T | Tardy |
| Tardy, more than 10 minutes | A | Absent |
| Early departure, up to half a session | D | Early Departure |
| Early departure, over a half of session | A | Absent |
| Tardy + early departure | A | Absent |

Explanation codes (second letter)

| Explanation Code | Letter Code | Meaning |
|-----------------------------|-------------|----------------------|
| Confirmed/Called-in | C | Previously EXCUSED |
| Not confirmed/Not called-in | N | Previously UNEXCUSED |
| Uncounted (medical) | U | Documented medical |

| Special Codes (two letters, all are UNCOUNTED absences) | Letter Code | Meaning |
|---------------------------------------------------------|-------------|-----------------------------------------------------------|
| School Related | SR | Present in school, but not in the classroom |
| School Guidance | SG | Related activity outside the building, i.e. college visit |
| School Exclusion | SS | Suspensions |
| School Athletics | SA | Athletic Event |

What is Considered an Exempt Absence (Absent Code AU - Absent Uncounted)

- *Funeral Absences* - These are absences that result from a student attending a funeral of a family member or close friend upon parent request and notification.
- *Medical Exemption Absences* - These absences include pre-existing medical conditions and longer term illnesses that will result in multiple absences. In these cases, medical documentation must be presented and on file to medically exempt the absences. This must be requested and on file within one day of the absence after the return to school. In cases of chronic absences throughout the year, updated medical information may be requested to verify the continued existence of the condition and that treatment is being sought.
- *School Related Absences* –A school related absence is an absence that is due to an approved school activity. The absence is excused and no notification from parents is required. The high school administration reserves the right to determine if an activity qualifies as a school related absence. These absences do not count against the attendance limit. The number of school related absences may be limited by the administration to avoid excessive absences for any student.

TRUANCY & CHRONIC ABSENTEEISM (LOST OF INSTRUCTION ABSENCES)

Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date). It is the collective goal of the Superintendents and school staff in Kent ISD to support students to “Strive for less than 5 days absent” each school year. Below are the guidelines that will be used to ensure that each student adheres to this county-wide expectation.

Parent(s) and guardian(s) are expected to make reasonable efforts to ensure that their child attends school on a regular basis. Any parent/guardian who fails to comply with the Michigan Compulsory School Law may be found guilty of a misdemeanor, punishable by a fine, or imprisonment.

FOUNDATIONAL SUPPORTS UNIVERSAL PREVENTION

Level 1: Early Intervention - Students Missing 6 Days and or 5%-9%

- Students who have missed **6 Days and or 5%-9%** of scheduled school days will receive an initial notification from the office.
 - Awareness Letter
 - Attendance Graph
 - “Keep Your Child on Track Information”

Level 2: Early Intervention - Students Missing 9 Days and or 10%-14%

- Students who have missed **9 Days and or 10%** or more of scheduled school days will receive an initial notification from the office.
 - Initial Parent Meeting - Attendance Contract: The student and parent(s)/guardian(s) will meet with the principal or designee to establish an attendance plan which includes ongoing support, as well as expectations.
 - **Social Probation - Lose opportunity to attend dance if a student is missing 10% or more school days at the time of ticket sales.**
 - First referral to the Office of Truancy and Attendance will be made if, despite these supports and at least five (5) interventions, the student continues to be truant.

Level 3: Intensive Intervention - Students Missing 12 Days and or 15% or More

- This intensive level of support will be utilized if improvement is not made as specified on the attendance plan and/or the student has missed 12 Days or more and or is not in attendance for at least 85% or more of the scheduled days.
 - Second Parent Meeting - Attendance Contract: A second parent/guardian meeting is required with the principal or designee in order to revise the attendance plan and discuss additional supports.
 - A second referral to the Office of Truancy and Attendance will be made if, despite these supports and at least five (5) interventions, the student continues to be truant
 - Additionally, a third referral may be made if the parent(s)/guardian(s) fails to meet with the principal or designee regarding attendance concerns.
 - **Lose the opportunity to earn a letter grade in that course. If the student passes the course,**

they will receive CREDIT with an “E” towards their GPA (GPA 0.00).

- A student may earn the letter grade by attaining a 77% or higher on the final exam to ensure mastery of the intended content.
- Work Permit Revocation.

ATTENDANCE - TARDIES

TARDIES

- Good study and work habits are vital to a student’s academic success. Time spent ON TASK in the classroom is essential to good grades and student comprehension. When a student misses the first part of class they miss valuable instructional time and may soon fall behind in the subject that is taught before they arrive. Their arrival is also disruptive to the class. The teacher must stop and give the student instructions then assist them with what the rest of the class is doing
- Students who are more than 5 minutes late for any class (10 minutes for the first hour) will be counted as absent.
 - 6 Tardies:
 - Student and parent will receive notice from the office regarding the excessive number of tardies
 - 9 Tardies:
 - Social Probation - Lose opportunity to attend dance if a student has 9 or more school days at the time of ticket sales.
 - 12 Tardies:
 - Lose the opportunity to earn a letter grade in that course. If the student passes the course, they will receive CREDIT with an “E” towards their GPA (GPA 0.00).
 - A student may earn the letter grade by attaining a 77% or higher on the final exam to ensure mastery of the intended content.
 - Work Permit Revocation.

Additional Attendance Policies

Appeal Process: Students or parents who wish to appeal the coding/designation of an absence may do so in writing to the Assistant Principal. This appeal must be done in a timely manner after the absence (within 1 week of the absence.) It is recommended that written documentation or other verification of extenuating circumstances for absences be presented at the appeal.

Additional Attendance Policies: Students are not permitted to drop a class (refuse to attend a class), which will place them as less than a full time student (6 classes or the equivalent.) This includes KCTC and dual enrollment classes. Students who fail to attend classes on a regular basis will be placed on attendance contracts which may include consequences of after-school detentions, in-school suspension assignments (short-term and long term), out-of-school suspensions, loss of off-campus privileges, loss of driving privileges, loss of the opportunity to participate in school activities and graduation ceremonies (seniors), requirement to pursue an alternative educational placement, and other appropriate actions.

Students with excessive absences may not be permitted to attend any field trips during the regular school day that will keep them from attending other classes. A student must be in attendance four hours or more in a day (or have a school-related absence) in order to participate in an after school practice or event. This may be waived by the Principal or Athletic Director.

Extended absences due to a medical situation or illness (3 or more days) should be reported to the student’s counselor to give notice to teachers of the extended absences and to request homework. Students who are under the age of 16 and chronically absent will be referred to the Kent Intermediate School District truancy officer for further action as required by state law. Students who are 16 years of age or older who miss 10 consecutive days (unexcused) will be dropped from the roles of CPHS on the 10th day of the consecutive absences, after written notice from the Assistant Principal inviting the student and the parent to a meeting to discuss the reasons for the excessive absences. Consideration for re-enrollment will be given at the beginning of the next semester.

APPEALS PROCESS TO REGAIN LOST CREDIT - DUE TO ATTENDANCE/TARDY ISSUES

A student accumulating 12 absences/tardies in a course during a semester will lose the opportunity to earn a letter grade in that course. If the student passes the course, they will earn an “E” (with a GPA of 0.00) with credit. The student may earn the letter grade by passing the final exam or test-out at C+ or higher to ensure mastery of the intended content.