



WAYLAND UNION SCHOOLS

H O M E O F T H E W I L D C A T S

STUDENT AND PARENT HANDBOOK

School Year – 2022 - 2023

Wayland Union Schools Student/Parent Handbook

Welcome to the Wayland Union School District. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Tim Reeves, Superintendent

Pat Velie, Assistant Superintendent of Finance and Operations

Teresa Fulk, Assistant Superintendent of Instruction

Santino Di Cesare, High School Principal

Carolyn Whyte, Middle School Principal

Robyn Robinson, Pine Street Elementary Principal

Christina Johnson, Steeby Elementary Principal

Robin Seniura, Dorr Elementary Principal

Rachel Cimek, Baker Elementary Principal

Adopted by the Board of Education on _____.

Discipline Code adopted by the Board on _____.

TABLE OF CONTENTS

School Calendar - 2022-2023	13
School Day Schedule	13
Executive and Building Administration Contact Information	14
Frequently Used Contact Numbers including link to “Who to Call” Chart	15
Wayland Union Schools Board of Education	16
Foreward	17
Wayland Union Schools Mission, Vision, and Beliefs	17
Wayland Union Schools - School Colors	17
Wayland Union Schools - School Mascot	17
Wildcat P.R.I.D.E. and Elementary Be’s	18
Equal Education Opportunity	18
Parental Involvement	19
Parent-Teacher Conferences	21
<u>SECTION I - GENERAL INFORMATION</u>	
Address or Telephone Changes	22
Advertising Outside Activities	22
Armed Forces Recruiting	22
Early Dismissal and End of Day Routines	22
Cars During Arrival/Dismissal Times	22
Changing End-of-Day Routines	22
Education Records	23
Creation and Retention	23
Cumulative File (CA-60)	23
Special Services File	23
Access to Education Records	23

Parental Access	23
Adult Students	23
Board Members and School District Personnel	23
Other Persons	23
Time and Place of Inspection	23
Access Log	24
Directory Information	24
Amendment of Education Records	24
Other Agencies or Institutions	24
Enrolling in School	24
Individuals with Disabilities	25
Limited English Proficiency	26
Lost and Found	26
Meal Service and School Lunch	26
Child Nutrition Programs and Income Eligibility Guidelines	27
Media Center/Library	27
Review of Instructional Materials and Activities	27
Scheduling and Assignment	28
Elementary Buildings	28
Secondary Buildings	28
Changes to Classes	28
Student Fees, Fines and Supplies	28
Student Fund-Raising	29
Student Sales	29
Student Surveys	29
Student Transfer Out of the District	30

Student Valuables and Care of Property	30
Student Backpacks	30
Bicycles	30
Use of Personal Communication Devices	30
Use of School Equipment and Facilities	32
Use of Telephones	32
Withdrawal from School	33
<u>SECTION II - HEALTH AND SAFETY</u>	
Concussion	34
Control of Casual-Contact Communicable Diseases and Pests	34
Lice and Nit Guideline	34
Control of Non-Casual-Contact Communicable Diseases	35
Emergency Closings and Delays	35
Emergency Medical Authorization	35
Fire, Lock Down and Tornado Drills	35
Homebound Instruction	36
Immunizations	36
Injury and Illness	36
Severe Weather Policy	37
Emergency Procedures for Thunderstorms and Tornado	37
Thunderstorm Warning	37
Tornado Watch	37
Tornado Warning	37
Student Well-Being	37
Use of Medications	38
Visitors	39

<u>SECTION III - ACADEMICS</u>	
Course Offerings	40
Field Trips	40
Grades	40
Grade Point Average (<i>Middle School and High School only</i>)	41
Grading Periods and Report Cards	41
Elementary Report Cards	41
Pine Street, WUMS and WUHS Report Cards	41
Promotion, Placement, and Retention	41
Elementary	41
Middle School	41
High School	42
Graduation Requirements	42
Regular Diploma	42
Personal Curriculum	42
Wayland Union Graduation Coursework Requirements	43
On-Line/Blended Learning Program	44
Postsecondary (Dual) Enrollment Options Program	46
Recognition of Student Achievement	46
Athletic Awards	47
Homework	47
Request for Homework	47
Student Assessment	47
Student Network and Internet Acceptable Use and Safety	49
Student Technology Commitments	49
Expectations for School iPads	49

<u>SECTION IV - STUDENT ACTIVITIES</u>	
Athletics	51
School Sponsored Clubs and Activities	51
District Clubs and Other Activities	51
Non-School Sponsored Clubs and Activities	52
Student-Initiated Clubs	52
Student Employment	52
<u>SECTION V - STUDENT CONDUCT</u>	
Code of Conduct - Board Policy 5500	53
Student Code of Conduct in School - AG 5500A	53
Classroom Behavior	53
Athletic Code of Conduct	54
Attendance	54
Notification of Absence	56
Excusable Reasons for Absence	56
Make-Up Opportunities	56
Tardiness	56
Tardiness - Elementary Level	57
Tardiness - Secondary Level	57
Tardiness - Wayland Union High School ONLY	57
Truancy	57
Dress and Grooming	58
Gangs	58
Interviews by Law Enforcement	59
Criminal Acts	59
Physical Displays of Affection	59

Positive Behavior Supports and Alternatives to Corporal Punishment	59
Search and Seizure	59
School Property	60
Student Person and Possessions	60
Student Attendance at School Events	61
Student Discrimination and Harassment	62
Student Rights and Responsibilities	62
Student Rights of Expression	62
Student Concerns, Suggestions, and Grievances	63
Students Leaving School During School Day	63
Dropping Off/Picking Up Students	63
Suspension from School	63
SECTION VI - STUDENT DISCIPLINE CODE	
Explanation of Terms Applying to the Student Discipline Code	65
Aiding or Abetting Violation of School Rules	65
Arson	65
Assault on a staff member/adjust volunteer	65
Bullying	65
Damaging Property	66
Defiance of Authority	66
Destruction or Vandalism of School Property	66
Disobedience	66
Displays of Affection	66
Disrespect towards adults	66
Disruption of the class, environment, and/or educational Process	66
Explosives	66

Extortion	67
False alarms, false reports, and bomb threats	67
Falsification of school work, identification, forgery	67
Fighting	67
Gambling	67
Harassment	67
Harassment-Defined	68
Sexual Harassment	69
Hazing	69
Horseplay, rough housing, and play fighting	69
Inappropriate dress and/or grooming	69
Inappropriate language or gesture	69
Inappropriate personal property	69
Knowledge of Dangerous Weapons or Threats of Violence	70
Leaving School Grounds	70
Lying/cheating	70
Persistent Absence or Tardiness	70
Physical Aggression	70
Physically Assaulting a Staff Member/Student/Person Associated with the District	70
Possession of Dangerous Items	70
Possession of a Firearm, Arson, and Criminal Sexual Conduct	70
Possession of Personal Communication Devices (PCDs)	71
Possession of a Weapon	71
Profanity	72
Purposely Setting a Fire	72

Refusing to Accept Discipline	72
Sexual Harassment	72
Skipping class/school	72
Student disorder/demonstration	72
Tardiness	72
Teasing	72
Technology violation	73
Theft, Robbery, Extortion	73
Threat	73
Throwing objects	73
Trespassing	73
Unauthorized Use of School or Private Property	73
Use of Breath-Test Instruments	73
Use of Drugs	74
Use of an Object as a Weapon	74
Use of Tobacco	74
Verbally Threatening a Staff Member/Student/Person Associated with the District	74
Violation of Bus Rules	75
Violation of Individual School/Classroom Rules	75
SECTION VI - TRANSPORTATION	
Bus Transportation to School	76
Bus Conduct	76
Penalties for Infractions	77
Self-Transportation to School	77
Use of Motorized Utility Vehicles	77

Video Recordings on School Buses	78
APPENDIX A - Student Discipline - Board Policy 5600	79
APPENDIX B - Student Discipline - Due Process Rights Board Policy 5600A	86
APPENDIX C - Student Discipline - Students w/ Disabilities Board Policy 5600B	88
APPENDIX D - Student Discipline - Enrollment following misconduct at another public or non-public school Board Policy 5600D	90
APPENDIX E - Student Discrimination and Harassment	91
APPENDIX F - Bullying and Other Aggressive Behaviors including Hazing	109
APPENDIX G - Cardiac/MERT Emergency Response Plan	113
APPENDIX H - Annual Notifications	115
APPENDIX I - Forms	121
APPENDIX J - Parent-Student-Staff Compact	122

2022-2023 School Calendar

[Board Policy 8210](#)

August 17-18, 2022	Teacher PD Days / Open Houses
August 22, 2022	First Half Day of School - 1st Trimester
September 2, 2022	Labor Day Break
September 5, 2022	Labor Day
October 5, 2022	Fall Student Count Day
October 10, 2022	No School - Teacher PD Day
November 11, 2022	End of 1st Trimester
November 14, 2022	Start of 2nd Trimester
November 23-25, 2022	Thanksgiving Break
December 19, 2022 - January 2, 2023	Winter Break
January 3, 2023	School Resumes
January 23, 2023	No School - Teacher PD Day
February 8, 2023	Winter Student Count Day
February 17-20, 2023	No School - Mid-Winter Break
March 3, 2022	End of 2nd Semester
March 6, 2023	Start of 3rd Trimester
March 10, 2023	No Students or Staff
March 31 - April 9, 2023	No School - Spring Break
April 10, 2023	School Resumes
May 25, 2023	Graduation for the Class of 2023
May 29, 2023	No School - Memorial Day
June 2, 2023	End of 3rd Trimester / Last Half Day of School

School Day Schedule

Wayland Union High School <i>School Hours:</i> 7:40 a.m. - 2:35 p.m. <i>Half Day Dismissal:</i> 10:35 a.m.	Wayland Union Middle School <i>School Hours:</i> 7:45 a.m. - 2:40 p.m. <i>Half Day Dismissal:</i> 10:45 a.m.	Pine Street Elementary School <i>School Hours:</i> 7:30 a.m. - 2:28 p.m. <i>Half Day Dismissal:</i> 10:30 a.m.
Steeby Elementary School <i>School Hours:</i> 8:45 a.m. - 3:45 p.m. <i>Half Day Dismissal:</i> 11:45 a.m.	Dorr Elementary <i>School Hours:</i> 8:50 a.m. - 3:50 p.m. <i>Half Day Dismissal:</i> 11:50 a.m. <i>Preschool Hours:</i> 9:00 a.m. - 3:15 p.m.	Baker Elementary <i>School Hours:</i> 9:00 a.m. - 4:00 p.m. <i>Half Day Dismissal:</i> 12:00 p.m. <i>Preschool Hours:</i> 9:05 a.m. - 3:20 p.m.

EXECUTIVE AND BUILDING ADMINISTRATION CONTACT INFORMATION

NAME	PHONE	EMAIL
Tim Reeves, Superintendent	(269) 792-2181	reevest@waylandunion.org
Pat Velie, Assistant Superintendent of Finance & Operations	(269) 792-2181	veliep@waylandunion.org
Teresa Fulk, Assistant Superintendent of Instruction	(269) 792-2181	fulkt@waylandunion.org
Santino Di Cesare, HS Principal	(269) 792-2254	dicesares@waylandunion.org
Karri Bailey, HS Assistant Principal	(269) 792-2254	baileyk@waylandunion.org
Justin Hudson, HS Assistant Principal	(269) 792-2254	hudsonj@waylandunion.org
Carolyn Whyte, MS Principal	(269) 792-2306	whytec@waylandunion.org
Karyll Russell, MS Assistant Principal	(269) 792-2306	russellk@waylandunion.org
Robyn Robinson, Pine Street Principal	(269) 792-1127	robinsonr@waylandunion.org
Mike Omness, Pine Street Assistant Principal	(269) 792-1127	omnessm@waylandunion.org
Robin Seniura, Dorr Principal	(616) 681-9637	seniurar@waylandunion.org
Andrew Augustin, Dorr Assistant Principal	(616) 681-9637	augustina@waylandunion.org
Rachel Cimek, Baker Principal	(269) 792-9208	cimekr@waylandunion.org
Laurie Zywczyński, Director of Early Childhood and Community Education	(269) 792-9153	lauriez@waylandunion.org

Frequently Used Contact Numbers

**Please Also Refer to the District [Who Do I Call Chart](#) **

	Phone Number	Fax Number
HS Main Office	(269) 792-2254	(269) 503-8877
HS Guidance Office	(269) 792-1144	N/A
HS Athletic Office	(269) 792-2254 x1006	N/A
Allegan Co. Area Technical & Education Center (ACATEC)	(269) 512-7800	N/A
MS Main Office	(269) 792-2306	(269) 503-8877
MS Guidance Office	(269) 792-3061	N/A
MS Athletic Office	(269) 792-3061 x1401	N/A
Pine Street Main Office	(269) 792-1127	(269) 503-8877
Steeby El. Main Office	(269) 792-2281	(269) 503-8877
Dorr El. Main Office	(616) 681-9637	(269) 503-8877
Baker El. Main Office	(269) 792-9208	(269) 503-8877
Special Programs Office	(269) 792-3069	(269) 503-8877
Transportation Office	(269) 792-2262	N/A
Technology Office	(269) 792-6611	N/A
Community Ed. Office	(269) 792-9153	N/A
Dining Services Office	(269) 792-3150	N/A

For individual building directories and staff contact information, please go to our website, waylandunion.org and select the building you are looking for under the “Schools” tab. The staff directory for each building will be located on the right side of the building page.

Board of Education

Board Member and Role	Phone Number	Board Member Email
Dan Cassini, President	(616) 889-8755	cassinid@waylandunion.org
Cinnamon Mellema, Vice President	(616) 437-4895	mellemac@waylandunion.org
Peter Zondervan, Treasurer	(616) 450-1468	zondervanp@waylandunion.org
Theresa Dobry, Secretary	(616) 540-0334	dobryt@waylandunion.org
Becky Hohnke, Trustee	(616) 366-6397	hohnkeb@waylandunion.org
Janel Hott, Trustee	(269) 792-0297	hottj@waylandunion.org
Norm Taylor, Trustee	(616) 293-6648	taylorlornorm@waylandunion.org

For more information about the Wayland Union Board of Education, including upcoming public meetings, please visit our webpage at <https://waylandunion.org/district/board-of-education/>

NOTE:	<p>This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2022. If you have questions or would like more information about a specific issue or document, contact your school administrator(s) or access the document on the District's website: www.waylandunion.org by clicking on "Board of Education" "BoardDocs" and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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FOREWORD

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 administrator(s).

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 June 30, 2022. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2022 the language in the most current policy or administrative guideline prevails.

WAYLAND UNION SCHOOLS MISSION, VISION, AND BELIEFS

Mission

We will challenge and inspire all students to become lifelong learners and productive citizens.

Vision

Challenge and inspire all students.

We believe...

- ...in all students.
- ...all students can learn.
- ...in providing meaningful opportunities for all students.
- ...in fostering diverse and trusting relationships.
- ...community involvement is essential for student success.

WAYLAND UNION SCHOOLS - SCHOOL COLORS

Wayland Union School colors are dark green and white (black accents are allowable).

WAYLAND UNION SCHOOLS - MASCOT

The school district mascot is the right-facing wildcat.

WILDCAT P.R.I.D.E.

Wayland Union Schools themes are represented as part of the Wayland Pride acronym and include the following:

P	=	Positivity
R	=	Responsibility
I	=	Integrity
D	=	Determination
E	=	Engagement

Additionally, Baker, Dorr, Steeby and Pine Street Elementary Buildings will emphasize, Wayland Wildcats will:

- Be Responsible
- Be Respectful
- Be Safe



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 their 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:

Name: Andrew Augustin
Position: Dorr Assistant Principal
District Phone: (269) 792-2254
Email: TitleXCoordinator1@waylandunion.org

Name: Christi Atwood
Position: Human Resources Specialist
District Phone: (269) 792-2181
Email: TitleXCoordinator2@waylandunion.org

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

Board Policy 2112

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication.

The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;^{1,2}
3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable;^{1,2}
5. providing information and involving families in monitoring student progress;²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff.^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.¹

E. Engaging Families in Decision Making and Advocacy

1. engaging families as partners in the process of school review and continuous improvement planning;²
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;^{1,2}
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.^{1,2}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help

children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parental involvement requirements

Parent-Teacher Conferences

We believe that Parent-Teacher conferences are one of the best ways to report student progress. Each teacher has a large number of students/conferences, please limit conferences to one per family/child. Please watch for additional information from your student's building newsletter.



SECTION I - GENERAL INFORMATION

ADDRESS OR TELEPHONE CHANGES

Parents/Guardians are responsible for making all address, email, and phone changes through the Infinite Campus Parent Portal. **It is very important in cases of emergency to have the correct information.** If you need assistance, please contact the Help Desk at 269-792-6611.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the administrator(s). The Administration Office will try to respond to requests for approval within one week of their receipt.

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.

EARLY DISMISSAL AND END OF DAY ROUTINES

Students leaving school prior to the end of the day must sign out in the main office. Parent(s), or authorized persons, must come into the office to sign the student out before they will be permitted to leave. Students are only permitted to leave with their parent/guardian or other person(s) named on their emergency contact list in Infinite Campus for the current school year. If someone other than those already authorized is going to pick up a student, we must have permission from the parent/guardian, preferably with a signed note to the office staff, or a phone call. Students are never to leave school prior to checking out through the office. Students who leave without authorization will be considered truant.

Cars During Arrival/Dismissal Times:

Student safety is our top priority. Please do not drive (or pick up students) in the bus area. Please utilize designated building drop-off/pick-up areas.

Changing End-of-Day Routines:

When your child's afternoon routine changes and needs to go someplace other than home, please send a note of explanation signed by parent/guardian or call the school office one hour prior to dismissal. For your child's safety, notification must be made to the school of any change in routine. If we have not received notification from home, students will be sent home via their normal routine.

Any necessary change of buses or destination must be brought to the attention of the transportation supervisor. Call 269-792-2262 to arrange for any such changes.

EDUCATION RECORDS

Creation and Retention:

The School District maintains records according to the Michigan Department of Education's Record Retention Manual.

Cumulative File (CA-60):

Building administrators will create and maintain a cumulative file (CA-60) for each student who attends school in the School District. The cumulative file may be created and maintained digitally. The building administrator will determine the contents of the CA-60 including, at a minimum:

1. The student's classes and credits;
2. The student's attendance record;
3. The student's standardized test results, with the exception of standardized tests taken to determine whether the student is eligible for special education and related services;
4. The student's immunization status; and
5. An eligible student's most recent IEP or Section 504 Plan.

Special Services File:

The School District's Director of Special Education will publish legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the Individuals with Disabilities in Education Act and Michigan special education law; Section 504 of the Rehabilitation Act of 1973; or the Americans with Disabilities Act of 1990. The special education file may be created and maintained digitally. The guidelines are available at this link: [Board Policy 8330](#)

Access to Education Records

Parental Access:

The natural parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

Adult Students:

Adult students may inspect their education record.

Board Members and School District Personnel:

Board members and School District personnel may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

Other Persons:

Other persons may inspect student education records to the extent permitted by FERPA.

Time and Place of Inspection:

Generally, a person authorized to access a student's education record, other than School District personnel, must make an appointment to review education records at the student's school with the building administrator, or their designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

Access Log:

The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Directory Information:

Board Policy 8330 defines directory information that may be disclosed by School District Board members and personnel. The Superintendent designates each building administrator(s) to annually notify parents and adult students of their right to "opt-out" of the disclosure of directory information, the steps that must be taken to exercise that right, and to timely notify the building administrator when a parent or adult student has exercised that right.

Amendment of Education Records:

Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The Parent will request the amendment in writing, including: identifying the education record(s) in question; and the reason(s) the education record should be amended;
2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so;
3. The building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and their right to a hearing.
4. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

Other Agencies or Institutions:

As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

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 School of Choice policy, if eligible under McKinney-Vento (homelessness) services, or court placed.

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 District Registrar 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 McKinney-Vento (Homeless) District Liaison 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.

INDIVIDUALS WITH DISABILITIES

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as Child Find. This may take place through the building's Student Assistance Team (SAT) process.

Child Find extends both to children who may be eligible for special education under the federal Individuals with Disabilities Education Act (IDEA) and those who may be eligible under Section 504 of the Rehabilitation Act of 1973 (Section 504).

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 Director of Special Education at (269) 792-3069 to inquire about special education evaluation procedures and programs. If you believe that your child may qualify under Section 504, please contact the building administrator(s).

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 of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

Parents should contact the Assistant Superintendent of Instruction at (269) 792-2181 to inquire about evaluation procedures and programs offered by the District.

LOST AND FOUND

The lost and found area is near the Main Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity throughout the year.

MEAL SERVICE AND SCHOOL LUNCH

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact 269-792-3150 x 2610.

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District's main office. The corresponding policy and/or administrative regulation

may be reviewed by any interested party and can be found by visiting our website or using this link: [Policy 8531](#)

To apply for reduced-price or full-price meals at any time during the school year, please visit [Food Service - Departments](#) and fill out and submit an application online or to the Food Service Director at 324 W. Sycamore St, Wayland, MI 49348. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

The district will publish annually a federal income eligibility chart to help families determine eligibility for reduced-price or full-priced meals.

Child Nutrition Programs Income Eligibility Guidelines 2022-2023:

Students whose parents become unemployed during the school year are eligible for reduced-price or full-price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or full-price meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting the Assistant Superintendent of Finance and Operations at (269) 792-2181.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

We encourage students to pay in advance for their lunches but paying on a daily basis is acceptable. Parents may pay through the Infinite Campus Parent Portal to credit their student(s) Food Service account. Cash is accepted at the cash registers on a daily basis. If questions arise concerning your child's account, please don't hesitate to call Food Services at 269-792-3150.

MEDIA CENTER/LIBRARY

The media center/library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the Media Specialist or Media Aide. Books on the shelves may be checked out by students. . To check out any other materials, contact the Media Center Staff.

In order to avoid late fees, all materials checked out of the library/media center must be returned by their due date.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials, including reproductive health, within a reasonable period of time after the request is received by

the building administrator(s). The term “instructional material” means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

SCHEDULING AND ASSIGNMENT

Elementary Buildings (Baker, Dorr, Steeby, and Pine Street):

In partnership, the administrator(s) and classroom teachers will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the building administrator(s).

Secondary Buildings (Wayland Union Middle School and Wayland Union High School):

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 counseling department (HS) or building administration (MS). 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.

Changes to Classes

Due to the schedule, class(room) capacity and the specific grade level curriculums, it is difficult to change schedules or classes. Schedule change requests must be made within the first week of a marking period and require teacher and administrator approval.

STUDENT FEES, FINES, AND SUPPLIES

Wayland Union Schools charges specific fees for 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 their 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. The teacher or appropriate administrator may recommend useful supplies for these purposes. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities. (*See Policy 6152*)

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, equipment and textbooks. 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.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the building administrator.

For additional information on fundraising, please see Board Policy 5830.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building administrator(s). Violation of this may lead to disciplinary action.

STUDENT SURVEYS

Board Policy 2416

Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis, or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs, or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

STUDENT TRANSFER OUT OF THE DISTRICT

Parents must notify the main office about plans to transfer their child to another school. 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 main office for specific details.

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

STUDENT VALUABLES AND CARE OF PROPERTY

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.

Nuisance items (toys or other articles that are a distraction or interruption during the school day) may be taken from students and returned at the discretion of the administrator(s). In the case of specific items, parents may be asked to pick them up or they will be discarded at the end of the school year. **The school will not be responsible for any damaged, lost, or stolen personal items.**

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 their 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.

Student Backpacks:

Student backpacks must fit in the student's locker and be stored in their locker throughout the school day. High School Students may carry their backpacks as long as they fit under their classroom desk and are not stored in aisles/hallways.

Bicycles:

Students are to park their bicycles in the rack immediately upon arrival at school. Bicycles may be removed from the rack only when the student is prepared to go home at the end of the school day. Each student bringing a bicycle to school is encouraged to use a lock to help prevent theft. The school will not be responsible for damaged or stolen bicycles. Bicycle riders are encouraged to **wear a protective helmet.**

USE OF PERSONAL COMMUNICATION DEVICES

Board Policy 5136

With school administrator approval, students may use personal communication devices (PCDs) before and after school, during their lunch break, 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, 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 may 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 their PCD "On" with prior approval from the building administrator(s).

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 administrator(s) 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 2266 Student Discrimination and Harassment. 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, sexual identity, 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 administrator(s) 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 their 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 administrator(s).

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.

Students may use school phones to contact parents/guardians during the school day.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the building administration to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

USE OF TELEPHONES

Students may use the Office and/or Classroom telephones with permission from their teacher and/or office staff. Students will not be called to the office to receive a telephone call, unless it is an emergency.

WITHDRAWAL FROM SCHOOL

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

SECTION II HEALTH AND SAFETY

CONCUSSION

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. All students must have a Concussion Awareness Form, on file, signed by the parent. The form is retained in the file throughout the duration of the students enrollment. The district is in compliance with Public Act 342 & 343, also known as “Zach’s Law.” More information is available at the MDCH website at: [Concussion Awareness & Michigan Sports Concussion Laws](#)

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.

Lice and Nit Guideline

Lice and/or nits have been a concern in our schools. It is important for all to understand the policy of the school district regarding this issue.

Periodically, throughout the year, the schools will conduct an examination of students' hair to determine if lice or nits are present. If an examination is positive a student will not be allowed to re-enter the classroom. This is necessary to prevent the infestation of fellow students. Parents will be contacted immediately to secure the student from school and will be given instructions on necessary treatment to eliminate the concern.

It is the responsibility of the parent to completely eliminate any evidence of lice and/or nits from a student's hair. The school district strictly adheres to a nit free policy. Before the student is allowed to re-enter the classroom, a check will be made to assure the head is completely nit free. A verification check through the Allegan County Health Department may be requested. If there is evidence of nits, the student will be sent back home. Once students have been readmitted to school they may be rechecked within 10 school days to insure that lice/nits have not re-appeared.

The elimination of this nuisance can only be achieved through the cooperation of the school and the home. If not addressed properly, a student may miss unnecessary days of school. Excessive days of absence can become a truancy issue and will then become a legal issue for Child Protective Services.

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 their 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.

Noncasual-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.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by email, phone, and/or text alerts through Infinite Campus Messenger (depending on personalized settings for emergency notifications); local news stations; district website; and district social media.

Parents and students are responsible for knowing about emergency closings and delays.

If school is in session and it is determined that the school operation should be shut down, all secondary schools and Pine Street Elementary students will be sent home first. Lower elementary students will be brought home when the buses return from their secondary runs. All walkers will be dismissed at the first notice of a school closing.

If there is a need to close school after we have been in session for part of the day, we want to remind you that you need to create an emergency plan for your child(ren). Be sure your child knows if they should come home or go to a neighbor's house. Review this emergency plan with your child from time to time so there is no uncertainty.

EMERGENCY MEDICAL AUTHORIZATION

Basic medical information is collected at the time of enrollment. This information may be revised by the parent through the Infinite Campus Parent Portal at any time. An Emergency Medical Authorization Form is available each year to be completed and signed by their parent(s)/guardian(s). Please see Board Policy 5341 and Form 5341F1.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year as required by the State.

If a parent or student observes any person in or on school grounds that does not belong, they need to contact the office immediately.

When Students hear the words “lockdown” they need to promptly and calmly go to the nearest classroom and seek instruction from the teacher. When in the room, find the least observable wall and seek cover. At no time should a student attempt to confront or apprehend a suspect. When the school is in a lock down mode, students are not to leave the room until directed.

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 building administrator(s). 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.

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 administrator(s) 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 building secretary.

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 operating procedures (EOP).

Students with a temperature of 100.4 and above need to remain at home and/or will be sent home. Students must be fever-free for twenty-four (24) hours prior to returning to school.

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 parent/guardian permission.

SEVERE WEATHER POLICY

The following procedure will generally be followed as we receive official weather information: If school is in session during a Severe Weather or Tornado Watch or during a Severe Weather or Tornado Warning, the school will remain in session until the regular closing time. When a Tornado Warning is in effect for the immediate area, school will not be dismissed until the Tornado Warning is lifted. After school activities will abide by the rules above. Students may be picked up at the school by their parents if the parents come to the school office to request that they be excused. **No student will be released to a person other than their parent or guardian except by specific request from the parent or guardian and with approval of the building administrator(s).** The Superintendent, however, is authorized to dismiss school under such circumstances at their discretion.

Emergency Procedures for Thunderstorm and Tornado:

Information is posted in each classroom stating directions to follow in case of a fire or fire drills, and each student has been assigned an area to go to in case of a tornado drill or warning.

Thunderstorm Warning:

1. Inside events not in progress will take place. Monitoring of the weather by people in charge should occur.
2. Outside events not in progress will be canceled.
3. Outside events in progress will continue with a monitoring of the weather by the person in charge.
4. Per MHSAA guidelines, all outside activities will cease at the first occurrence of thunder or lightning, if conditions warrant.

Tornado Watch:

1. Events in progress will be allowed to continue. Monitoring of the weather by people in charge should occur.
2. Events not in progress will be canceled if the Tornado Watch is still in effect when participants would leave for the event.

Tornado Warning:

1. Events in progress will be canceled and shelter should be sought immediately.
2. Events not in progress will be canceled.

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.

USE OF MEDICATIONS

Board Policy 5330

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

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

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. 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 who must also authorize any self-medication by their child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c) **and**
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian **and**
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and their parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

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 their parent/guardian to the administrator(s).

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with the District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

VISITORS

Scheduled visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Visitors need to schedule their visit in collaboration with the teacher and the administrator(s), per Board Policy 9150. Any visitor found in the building without a pass shall be reported to the building administrator(s). If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the building administrator.

SECTION III - ACADEMICS

COURSE OFFERINGS

Please contact the school directly for more information about course offerings in each building.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

GRADES

Grades for students in Young 5s through second grade are standards-based. Wayland Union Schools has a standard grading procedure for grades 3-12, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, s/he should ask the teacher.

Wayland Union Schools, grades 3-12, uses the following grading system:

93 to 100	A
90 to 92	A-
87 to 89	B+
83 to 86	B
80 to 82	B-
77 to 79	C+
73 to 76	C
70 to 72	C-
67 to 69	D+
63 to 66	D
60 to 62	D-
0 to 59	E

E	=	Failure
I	=	Incomplete

Note: Advanced Placement courses are graded on a 5-point scale.

Grade Point Average (*Middle School and High School only*):

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2=1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

GRADING PERIODS AND REPORT CARDS

Elementary Report Cards:

Daily grades, classroom participation, class attitude and effort, together with tests, are the determining factors used to evaluate the expected student outcomes for each class. A report card, indicating the student’s achievement is issued at the end of each trimester. Progress reports will also be issued once during a trimester. Report cards and progress reports are available on Infinite Campus Portal unless a paper copy is requested. Parents will be notified when academic concerns arise.

Pine Street, Wayland Union Middle School, and Wayland Union High School Report Cards:

Wayland Union Schools follow a trimester schedule. Students shall receive a report card at the end of each 12-week period indicating their grades for each course of study for that portion of the academic term. Report cards are viewable online through the Infinite Campus Parent Portal.

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

PROMOTION, PLACEMENT, AND RETENTION

Elementary:

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity
4. retention subject to Read By Grade Three Law

Those students who fail to make satisfactory progress may be retained, and repeat that same grade. Students not promoted to the next grade level may be placed in the next grade level at the discretion of the teacher and administrator(s), taking into account the needs of the child.

Middle School:

Students considered for retention in their grade will be handled on an individual basis. Each case will take into account many factors, such as attitude, age, ability and maturity of the student, as well as all core academic marking period grades for the entire year. Parents will be notified when academic concerns arise. Those students who fail to make satisfactory progress will be retained, and repeat that same grade.

High School:

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

Students must successfully earn 33 credits. Students must be full-time students for 12 consecutive trimesters. Students must complete state mandated testing.

The required courses are as follows:

5.5 credits	English/Language Arts
5.5 credits	Mathematics
3.5 credits	Science
3.5 credits	Social Studies
2 credits	World Languages
0.5 credit	Physical Education
0.5 credit	Health
1 credit	Business/Technology
1 credit	Visual/Performing/Applied Arts
	Online Learning Experience

GRADUATION REQUIREMENTS

Regular Diploma:

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at <https://go.boarddocs.com/mi/wayland/Board.nsf/Public#> or in the main office.

Personal Curriculum:

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, [please click here](#).

Wayland Union Graduation Coursework Requirements

Each course = .5 CR

Mathematics (5.5 CR)

Algebra I (1.5 CR)
Geometry (1.5 CR)
Algebra II (1.5 CR)
Elective – Any senior year (1.0 CR)

English (5.5 CR)

9th Grade English (1.5 CR)
10 th Grade English (1.5 CR)
11 th Grade English (1.5 CR)
Elective – Any (1.0 CR)

Science (4.0 CR)

Biology (1.5 CR)
Chemistry (1.5 CR), or Physics (1.5 CR), or Chemistry In The Community (1.5 CR)
Elective – Any (1.0 CR)

Social Studies (3.5 CR)

U.S. History (1.0 CR)
World History (1.5 CR)
Civics (.5 CR)
Economics (.5 CR)

Business/Technology (1.0 CR)

Computer Applications (.5 CR)
Post-Secondary Prep (.5 CR)

Physical Education (1.0 CR)

P.E. (.5 CR)
Health (.5 CR)

World Languages (2.0 CR)

Spanish I (1.0 CR)
Spanish II (1.0 CR)
American Sign Language I (1.0 CR)
American Sign Language II (1.0 CR)

Visual/Performing/Applied Arts (1.0 CR)

Courses of student's choice in VPAA Department (1.0 CR)

Electives (9.5 CR)

Courses of student's choice (9.5 CR)

In order for a student to qualify for a diploma in this District, a student must have satisfactorily completed the above courses and earned at least twenty-eight (28) credits in grades nine through twelve.

ON-LINE/BLENDED LEARNING PROGRAM

Board Policy 2370.01

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District may offer a program for students in Grades 6-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 6 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - a. On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.

- c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
3. The District will provide two (2) or fewer courses per semester in Grades K-5 and one (1) or more courses per semester in Grades 6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0- B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.
5. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
 - a. The student has previously gained the credits provided from the completion of the on-line course.
 - b. The on-line course is not capable of generating academic credit.
 - c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
 - e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - f. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Assistant Superintendent of Instruction. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved. The Assistant Superintendent of Instruction shall respond to the appeal within five (5) days after it is received. If the Assistant Superintendent of Instruction determines that the denial of enrollment does not meet one (1) or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.
6. An on-line learning student shall have the same rights and access to technology in their District's school facilities as all other students enrolled in that District.
7. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
8. The enrollment of a student in one (1) or more on-line courses shall not result in a student being counted as more than 1.0 full- time equivalent student under this act.

E. Nonresident Applicants:

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.

2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses:

To offer an on-line course, the District must:

1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.
3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. On-line Course Syllabus:

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

1. State academic standards addressed in an on-line course.
2. On-line course content outline.
3. On-line course required assessments.
4. On-line course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support available to the on-line learning student.
7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.
9. Number of eligible nonresident students that will be accepted by the District in the on-line course.
10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 11th or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counseling department to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building administrator(s).

Athletic Awards:

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK
Board Policy 2330

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Request for Homework:

Students who are absent for one day only should obtain their work from their teachers upon return to school. In case of extended illness/absence, assignments may be requested through the Office. Homework will be made available after one school day of the request. Lesson plans and assignments may also be found at Google Classroom, Planbook, or on teacher webpages (or teacher packets, based on teacher's choice).

STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon their entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent) the PSAT and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education; M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science, and social studies.
- B. A valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;

- D. selection of assessment instruments, data, and other District criteria that will be used to assess educational achievement of each student in grades 1 - 5; Third grade students who do not meet the District's and State's established assessment criteria may be offered the opportunity to attend summer school.
- E. assessment tests;
- F. achievement tests.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
 - 1. political affiliations;
 - 2. mental and psychological problems potentially embarrassing to the student or their family;
 - 3. sexual behavior and attitude;
 - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

The Board also requires that parents be informed of the testing program of the schools and of the special tests that are to be administered to their children.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied

- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Administrative Guideline 7540.03

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Student Technology Commitments:

All students are expected to comply with the following commitments:

1. I will read the rules below and ask a teacher for help when I do not understand them.
2. I will be polite to other people I am writing to (or talking with) on the internet. Always use appropriate language.
3. I will never give my name, home address, telephone number, or any personal information about myself or my family to anyone over the internet.
4. I will use the internet only for subjects I am studying in the classroom.
5. If I accidentally come across an internet site with inappropriate pictures or words, I will leave it as soon as I can and tell my teacher.
6. I will not use words or pictures from internet sites without giving credit to the person who owns the site. I will never copy information from a website and hand it in to my teacher as my own work.
7. I will treat all computer equipment with respect.

Expectations for School iPads:

Students are expected to follow the "Acceptable Use" policy for iPad use that each teacher will have posted in their classroom. Teachers set their own parameters for what constitutes inappropriate use for the iPads.

Elementary student iPads will remain at school each day, unless approved by the building administrator(s).

All Students must...

Be Respectful:

- Follow your teacher's directions
- Be on it only when you have permission
- Only take pictures and videos with permission from your teacher

Be Responsible:

- Use it in the classroom, not the hallways
- Do not listen to music or message others
- Remember that it is Wayland Union School property and not your own

Be Safe:

- Walk with your screen turned off

- Only be on school appropriate apps

Failure to follow expectations can result in:

- Loss of iPad for a period of time
- Screen time enabled
- Guided access only
- Loss of iPad privileges

SECTION IV - STUDENT ACTIVITIES

The Board strongly encourages the participation of School District students in extracurricular and co-curricular activities. Such activities are intended to supplement the School District's curriculum and provide opportunities for student enrichment. While important, it must be emphasized that participation in extracurricular activities is a privilege, not a right.

ATHLETICS

Board Policy 2431

Athletics:

The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a robust program of interscholastic athletics. The athletic program must, at all times, adhere to the principle that participants are students first and athletes second.

Wayland Union Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

Contact the High School and/or Middle School Athletic Department(s) for a list of athletic offerings.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

For further information, contact the High School Athletic Department at (269) 792-3225 or the Middle School Athletic Department at (269) 792-2306.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Board Policy 2430

District Clubs and Other Activities

The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities.

Wayland Union Schools 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.

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

The Board authorizes many student groups that are sponsored by a staff member. Please see your building administrator(s) for student groups available at each building.

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. Please see your building administrator(s) for a list of extracurricular activities available at each building.

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

Student-Initiated Clubs:

School District secondary students may also initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent or School District personnel consistent with the federal Equal Access Act and its Michigan equivalent. The School District will not discriminate among such student-initiated clubs and activities based on the religious, political or philosophical content of their meetings, provided the following conditions are met:

- Club meetings and events may not take place during instructional time.
- Club meetings and events must, in fact, be student-initiated and student participation must be voluntary.
- Club meetings and events will not be sponsored by the School District or School District employees or agents.
- School District employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
Persons not affiliated with the School District may not direct, conduct, control, or regularly attend club meetings and events.
- Club meetings and events must not materially or substantially interfere with the orderly conduct of School District educational programs or activities.

The application for permission can be obtained from the administrator(s). The application 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.

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 EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, they must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

SECTION V - STUDENT CONDUCT

CODE OF CONDUCT

Board Policy 5500

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

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

STUDENT CONDUCT IN SCHOOL

Administrative Guideline 5500A

The Student Code of Conduct contained in the student handbooks define in detail how the Board of Education expects students to conduct themselves while under the jurisdiction of the Board.

All professional staff members are requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our schools.

A record of a student's misconduct as well as disciplinary actions and/or suspension and expulsions are to be made a part of the student's permanent record until s/he leaves the school and such record(s) are to be released in accordance with AG 8330 - Student Records.

Classroom Behavior:

Generally, standards throughout the schools should be the same. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of the class.

Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson.

The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action.

A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving existing differences.

If a teacher finds it necessary to send a student from a classroom for any reason, the student is to report immediately to the office.

Athletic Code of Conduct:

The Superintendent has developed and promulgated the School District's Athletic Code of Conduct. The current Athletic Code of Conduct is posted on the School District's website and is also accessible by clicking [Athletic Handbook](#). Building administrators, teachers, club sponsors, and coaches are responsible for enforcing the Athletic Code of Conduct in their buildings and programs.

ATTENDANCE
Board Policy 5200

Encouraging Attendance:

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**: Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (excused vs. unexcused);
- D. incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG 2220).

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is their dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student may be considered a full-time equivalent student provided they meet the guidelines, as defined by State law, per school year.

A student enrolled in the District's alternative education program may be considered a full-time student provided they meet the guidelines, as defined by State law, per school year in the alternative education environment.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- B. identify the habitual truant, investigate the cause(s) of their behavior, and consider modification of their educational program to meet particular needs and interests.

Such guidelines should provide that a student's grade in any course is based on their performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but their grades should be based upon what the student can demonstrate s/he has learned.

Notification of Absence:

If a student is going to be absent, the parents must contact the school office by phone and provide an explanation.

Excusable Reasons for Absence (Administrative Guideline 5200):

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the office/administrator(s) and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness/Quarantine of the home
The administrator(s) may require a doctor's confirmation if they deem it advisable.
- B. Recovery from Accident
- C. Required court attendance
- D. Professional appointments
- E. Death of a Relative
- F. Observance of Religious Holidays
Any student shall be excused for the purpose of observing a religious holiday consistent with their creed or belief.
- G. Such other good cause as may be acceptable to the Superintendent

Absences that do **not** accumulate against this guideline include field trips; college visits, not to exceed three (3) in number.

Make-Up Opportunities:

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the building administrator(s).

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension.

TARDINESS:

Students not in class at the designated start time are considered tardy. All students who are tardy to school must report to the Main Office to sign in. Students will be marked absent after fifteen (15) minutes from the start of the school day.

When a teacher detains a student after class, they shall issue a late pass for the student's next class.

Teachers are requested to refer cases of chronic tardiness to the administrator(s).

When a High School/Middle School student has been tardy to homeroom or to a class on three (3) occasions, in-school detention will be assigned by the administrator(s). An additional detention is to be assigned for every one (1) tardy thereafter. After three (3) tardies in a trimester, a student will be assigned Wednesday detention.

Elementary Level:

A student who is not in their assigned location at the designated time shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class. Students will be marked absent after fifteen (15) minutes from the start of the school day.

Secondary Level:

Students arriving at any instructional period 15 minutes late will be marked absent.

Wayland Union High School ONLY:

The following regulations will govern the administration of the attendance policy at Wayland Union High School:

- Students who accumulate eight or more unexcused absences in a given trimester can still earn a grade for the class and graduation credit if;
 - a. Students pass the final exam with a minimum of 77% to earn their grade for the class.
 - b. Students who pass the final with a minimum of 77% but their final grade is still failing will receive an ECR.

TRUANCY:

A student shall be considered truant each day or part of the day they are inexcusably absent from their assigned location. Absence is defined as nonpresence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if they are in their assigned location within fifteen (15) minutes after the official start of the school day or activity. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Students who are truant will receive no credit for school work that is missed. Administrative action taken will be as follows:

- A. A record of the truancy will be entered in the student's record file.
- B. A parent conference may be held.

A student shall be considered an "habitual truant" when, in spite of warnings and/or their parent's efforts to ensure attendance, they have accumulated ten (10) unexcused absences per school year. Truancy begins at day eleven (11) of unexcused absences. Again, after ten (10) days of truancy in any grading period/trimester, a student will be considered an "habitual truant" which can result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law; and/or
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

When a student reaches their fifth (5) unexcused absence for the school year, a letter will be sent home informing parents/guardians of your student's absenteeism with the expectation of improving attendance. An additional letter will be sent to your household at the student's **7th (seventh) unexcused absence for the school year.**

Parents/guardians and the Allegan County Truancy Officer may be contacted after the **10th (tenth) unexcused absence for the school year** in an effort to correct truancy issues or poor attendance patterns. A meeting with parents/guardians, school administration and the Allegan County diversion officer will be established as a means to improve on attendance.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct. Truant students who are minor parents are to be reported to the County Family Independence Agency.

DRESS AND GROOMING

Board Policy 5511

The school district recognizes that the primary responsibility for a student's attire resides with the student and their parent or guardian, however, as part of the district's commitment to creating a safe and inclusive environment to learn, work, and succeed, a Dress Code is necessary for the following purposes:

- A. To protect the health and safety of staff and students.
- B. To ensure students are prepared to fully participate in the class or activity.
To establish a respectful and positive school environment free of hostility, intimidation, marginalization, or oppression.

Generally, students should be given the most choice possible in how they dress for school for their own comfort and self-expression. Restrictions shall be made only to support the overall educational goals of the school and will be explained within the dress code. Dress code enforcement shall not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body maturity/type/size.

The Superintendent shall develop administrative guidelines to implement this policy. Additionally:

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- The wearing of clothing advertising alcoholic beverages, tobacco, profanity, vulgar suggestions, violence, sexual or satanic reference, or making reference to anything that is of questionable value or distracts from the educational process is not permitted.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Students may not wear body wraps, blankets, full-body flags as an article of clothing.
- Clothing must cover undergarments (waistbands and straps excluded).
- Fabric covering breasts, genitals and buttocks must be opaque.
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

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 administration.

INTERVIEWS BY LAW ENFORCEMENT

Board Policy 5540

Law Enforcement Officers will be permitted to interview a student on school property with the knowledge of the Superintendent or their designated representative, unless a letter is on file in the main office from the parents, stating that their child is not to be interviewed.

Criminal Acts:

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

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

POSITIVE BEHAVIOR SUPPORTS AND ALTERNATIVES TO CORPORAL PUNISHMENT

Each building administrator will notify the Superintendent or their designee, of the positive behavior supports or positive behavior support plan available or implemented in their building. Positive behavior supports and support plans are one of the School District's alternatives to corporal punishment. The School District's Student Code of Conduct is another alternative to corporal punishment.

PHYSICAL DISPLAYS OF AFFECTION

Excessive physical displays of affection will be considered unacceptable school conduct. The school is your work environment and it is not a place for inappropriate public displays of affection. Extreme or continual violation of this policy will result in disciplinary action.

SEARCH AND SEIZURE

Board Policy 5771

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that

the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

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

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

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

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school administrator(s) to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

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

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the administrator(s). They shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, they may conduct the search without such consent. Whenever possible, a search will be conducted by the administrator(s) in the presence of the student and a staff member other than the administrator(s). A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The administrator(s) shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The administrator(s) shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. See Form 5771f2 in BoardDocs.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

The school will continue to provide adequate supervision for all students who are direct participants in a school activity. However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is **strongly advised** that students be accompanied by a parent or adult chaperone when they attend the event. Students must remain in the designated location directly related to the school event. **The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.**

Students must comply with the Code of Conduct at school events, regardless of the location. Students who do not comply with the Code of Conduct at school events may be subject to disciplinary action. Parent(s)/Guardian(s) may be asked to leave the event or pick up their student(s)

who are not following the Code of Conduct. Attending events is a privilege and behavioral expectations must be followed for continuous attendance at school events.

STUDENT DISCRIMINATION AND HARASSMENT

[Please see Appendix E below.](#)

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their classroom teacher(s) and/or a building administrator.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT RIGHTS OF EXPRESSION

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

- A. Materials cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as

long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the administrator(s) or to the student government.

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

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

STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY:

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the building administrator(s).
- B. Parent(s)/Guardian(s) must give permission and/or sign the student out when needing to leave during the school day. Arrangements must be made with the school office.
- C. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building administrator(s).

Dropping Off/Picking Up Students

When dropping off or picking up students please do not drive in the bus area during bus times. Please follow the guidelines communicated by your student's building procedures.

Skateboards, roller-skates, or inline skates may not be used during the school day.

Bicycles are to be parked in the designated areas. You are encouraged to lock your bike. The school does not assume responsibility for damaged or lost bicycles.

SUSPENSION FROM SCHOOL

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon their return from school. Assignments may be obtained from their teacher(s) beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

SECTION VI - STUDENT DISCIPLINE CODE

STUDENT DISCIPLINE CODE

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

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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 building administration's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. The explanation of terms are organized alphabetically.

Aiding or abetting violation of school rules

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

Arson

A student must not plan to, participate in, or otherwise burn any part of the school or anything in it.

Assault on a staff member/adult volunteer

A student will not intentionally cause or attempt to cause physical harm to a member of the staff or adult volunteer.

Bullying (See [Appendix F](#))

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Defiance of Authority

A student must do what they are told by those in authority. Repeated or severe defiance will be considered a Major Violation.

Destruction or Vandalism of School Property

A student will not cause damage to school property, including school buses, or property owned by other persons. This includes but is not limited to, writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, tables, or chairs, and marking on surfaces such as walls, doors, windows, or other areas.

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. Chronic disobedience can result in expulsion.

Displays of affection

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

Disrespect towards adults

A student will not use oral or written words, drawings or gestures that are disrespectful to adult staff members and volunteers. Repeated or severe disrespect will be considered a Major Violation.

Disruption of the class, school environment and/or the educational process

A student must not hinder the learning environment of others. Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Explosives

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

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 disciplinary action up to and including suspension or expulsion.

False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. A student must not knowingly issue a false alarm or falsely operate the school's alarm system. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

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

Fighting

A student must not fight. (Typically involving two or more students). See Physical Assault for more information.

Gambling

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

Harassment

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the administrator(s) or assistant principal, or may report it directly to the District Compliance Officers:

Name: Andrew Augustin

Position: Dorr Assistant administrator(s)

District Phone: (616) 681-9637

Email: TitleXCoordinator1@waylandunion.org

Name: Christi Atwood

Position: Human Resources Specialist

District Phone: (269) 792-2181

Email: TitleXCoordinator2@waylandunion.org

Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment-Defined:

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

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

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

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.

Horseplay, rough housing, and play fighting

A student must keep hands and feet to themselves.

Inappropriate dress and/or grooming

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distracting to the extent it interferes with the learning and teaching process.

Inappropriate language or gesture

A student must not direct oral or written words, pictures, or gestures that are insulting towards any other individual(s).

Inappropriate personal property

A student will not bring or otherwise possess at school any personal property that is prohibited by school rules or that is disruptive to teaching and learning (i.e. toys, playing cards, games, personal electronic devices, etc.)

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 building administrator(s). Failure to report such knowledge may subject the student to discipline.

Leaving School Grounds

A student must remain on school grounds and leave only if permission is given by school staff.

Lying/Cheating

A student will always tell the truth to an adult member of the staff and will not cheat on class work, tests, quizzes or other assignments.

Persistent absence or tardiness

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. Excessive absence could lead to suspension from school.

Physical Aggression

A student must not push, trip, hit or otherwise intentionally injure another individual.

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

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

Possession of Alcohol, Tobacco, lighters, matches, flammable liquids, illegal drugs, fireworks, explosives, ammunition, vapes, or other substances banned by law

A student will not carry or use illegal substances, explosives, or fire producing items.

Possession of a Dangerous Items

A student will not possess, handle, transmit, or use a dangerous item capable of harming another person. These include but are not limited to guns of any type, ammunition, knives, brass knuckles, razors, box cutters, pepper gas, chemical mace, or any sharp or hard object intended to cause bodily harm or used in a threatening manner. This includes the use of legitimate tools such as pens, pencils, compasses, combs, rulers or other items with the intent of harming another person.

Possession of a Firearm, Arson, and Criminal Sexual Conduct:

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

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

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

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

Possession of Personal Communication Devices (PCDs)

A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the PCD or other ECD/ESD remains off.

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

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

“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.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they may face disciplinary action. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Possession of a Weapon

A student will not possess, handle, transmit, or use a dangerous item capable of harming another person. 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 their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

Profanity

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

Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion. Lighters and/or matches are not permitted within the school building(s) and/or school grounds.

Refusing to accept discipline

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

Sexual Harassment (See [Harassment](#))

Sexual Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; and/or remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Skipping class/school

Students must attend class per district policy.

Student disorder/demonstration

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

Tardiness

A student must be on time to school and class.

Teasing

A student must not talk unkindly about or to others.

Technology violation

Students must use technology per the guidelines outlined in the District AUP.

Theft, Robbery and Extortion

A student will not take another person's property without permission. A student will not take school property that they do not have permission to take. A student will not get someone to do something or steal something from someone by hurting them or scaring them. When a student is caught stealing school or someone's property, they 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 building administrator(s). The school is not responsible for personal property. Theft may result in suspension or expulsion.

Threat

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting. A student will not communicate in writing or by any other means a "bomb threat" or any other type of threat intended to panic others and/or disrupt the school day.

Throwing Object(s)

A student must not throw any type of object except for what is allowed in a game, physical education, or other approved activity.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the administrator(s). In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Unauthorized use of school or private property

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

Use of Breath-Test Instruments

The administrator(s) may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

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

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

Use of Drugs

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

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

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

Use of an Object as a Weapon

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

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product(s) by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops.

Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

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

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a schoolrelated

activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Violation of bus rules

Please refer to bus rules provided by the Transportation Department on the district's website: <https://waylandunion.org/departments/transportation/>

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. Persistent violations of rules could result in suspension or expulsion.

SECTION VI - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students outside of the designated walk zones from school. [Click here for the designated walk zone letter and map](#)

The transportation schedule and routes are available by contacting the Transportation Department at (269) 792-2262.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the administrator(s).

The building administrator(s) may approve a change in a student's regular assigned bus stop to address a special need, upon the administrator(s)'s approval of a note from the parent/guardian stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

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

According to Board Policy 5514, failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers.

USE OF MOTORIZED UTILITY VEHICLES

Policy 5515.01

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

VIDEO RECORDINGS ON SCHOOL BUSES

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 their actions are recorded, the recording will be submitted to the administrator(s) 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.

APPENDIX A

STUDENT DISCIPLINE

Board Policy 5600

A. Student Discipline - Generally

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

B. Applicability

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

C. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies

D. Definitions

For purposes of this Policy:

1. "Suspend" or "Suspension" means a disciplinary removal from school for less than sixty (60) school days.
2. "Expel" or "Expulsion" means a disciplinary removal from school for sixty (60) or more school days.
3. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct; and;
4. "Mandatory 7 Factors" means the following:
 - 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.

E. 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 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 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.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student 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.

F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. A suspension of more than ten (10) school days, or an expulsion, is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion District administration administrators or the Board must consider the Mandatory 7 Factors.

1. Building Administrators - 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 consistent with the student code of conduct if the code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 factors.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5600A. If the student is a student with a disability, the student's discipline is also subject to Policy 5600B.

2. Superintendent - Less than Sixty (60) school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. for an offense identified in the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than ten (10) school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5600A. If the student is a student with a disability, the student's discipline is also subject to Policy 5600B.

3. Board -- Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct .

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than ten (10) school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5600A. If the student is a student with a disability, the student's discipline is also subject to Policy 5600B.

G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code, Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5600, Section H3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors.

Before exercising this authority, the District must provide the student due process as described in Policy 5600A. If the student is a student with a disability, the student's discipline is also subject to Policy 5600B.

H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting 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.

1. Possession of a Dangerous Firearm

a. Possession of a Firearm

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

1. the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
2. the student did not knowingly possess the firearm;
3. the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
4. the student possessed the firearm 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.

b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) 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 Mandatory 7 Factors.

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:

1. the student was not possession the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
2. the student did not knowingly possess the weapon;
3. the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
4. the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If the 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.

c. 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 weapons” 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, as defined by 18 USC, 921.

“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 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 any other propellant, and which has any barrel with a bore of more than one-half 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.

d. Additional Procedures for Dangerous Weapons Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social service or the county community mental health agency and 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 Superintendent or designee must also 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 in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

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

2. Arson

If a student commits arson as defined in Revised School Code Section 1311, 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 Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and 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 Revised School Code, Section 1311(6) a student expelled by another district or public school academy for committing arson may not enroll in the District.

3. Criminal Sexual Conduct

If a student commits criminal sexual conduct, as defined in the Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must 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 Revised School Code Section 1311(6), a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

4. Physical Assault

a. 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 Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or her designee must 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 Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

b. 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 District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider

the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

c. Applicable Definitions for Physical Assault Against Student

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

2. "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.

5. 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 District property, or at a school-related event, the Board or its designee District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors: Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another school district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request, along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

I. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this policy limits the ability of a school administrator to contact law enforcement at any other time.

J. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as 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 without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

Legal authority: 18 USC 921; 20 USC 1401 et seq., 7151; 29 USC 705, 794-794b, MCLK 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1311, 380.1311a, 380.1312, 380.1313

APPENDIX B

STUDENT DISCIPLINE - DUE PROCESS RIGHTS

Board Policy 5600A

The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District 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 Policy.

A. Building Administrator – 10 or Fewer School Days

Before suspending a student for 10 or fewer school days, an administrator must: (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.

B. Superintendent or Designee – 59 or Fewer School Days

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which 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 or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee 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. A parent/guardian or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

C. Board Suspension or Expulsion

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent/guardian or student at least 3 calendar days' notice before the hearing. The

parent/guardian and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Legal authority: *Goss v Lopez*, 419 US 565 (1975)

APPENDIX C

STUDENT DISCIPLINE - STUDENTS WITH DISABILITIES

Board Policy 5600B

The District will follow all applicable state and federal laws related to disciplining students with disabilities. Students with disabilities are entitled to all due process protections afforded to other students pursuant to Policy 5600A. For students with disabilities, the additional procedures and protections in this Policy also apply:

A. Change of Placement

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 10 consecutive school days; (3) suspend a student with a disability for more than 10 cumulative school days in the same school year if a pattern of removals exists; or (4) place a student with a disability in an interim alternative education setting (explained below), the District will notify the student's parent/guardian of that decision, will provide the parent/guardian a copy of applicable procedural safeguards, and will conduct a manifestation determination review (MDR) within 10 school days.

B. Manifestation Determination Review

The MDR team, which includes the parent/guardian and relevant members of the student's IEP or Section 504 Team, will determine whether the student's conduct was a manifestation of the student's disability.

1. Conduct Was a Manifestation

If the conduct was a manifestation of the student's disability, the District must immediately return the student to the placement from which the student was removed unless the parent/guardian and the District agree to change the placement or the student is placed in an interim alternative educational setting for up to 45 school days (see section C). For a student with an IEP, if 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 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.

2. Conduct Was Not a Manifestation

If the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by adhering to the due process requirements in Policy 5600A. If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from recurring.

C. Interim Alternative Educational Setting (IAES)

The District may remove a student with a disability who engages in any of the following conduct to an IAES for not more than 45 school days, even if the conduct is a manifestation of the student's disability. 1. Carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function; 2. 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 3. Inflicting serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this section 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 2-1/2 inches in length. No student with a disability may be removed to an IAES without first receiving the due process rights afforded under Policy 5600A. If the student has an IEP, the District must, as appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan or other behavioral modifications for the student to prevent the behavior from continuing.

D. Dangerous Students

The district may remove a dangerous student from school as permitted by law, District administrators must follow all state and federal laws governing the removal of dangerous students with disabilities.

E. Services During Disciplinary Removal or IAES

A student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) who is expelled or suspended for more than 10 school days during a school year or placed in a 45-day school day IAES is entitled 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.

F. Student Not Yet IDEA Eligible

A student who is not currently identified as a student with a disability under the IDEA 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 is 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 school 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 District 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 not be deemed to have 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. District administrators must ensure that the rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the IDEA, Section 504 of the Rehabilitation Act, state law, and Board Policy.

Legal authority: 20 USC 1401 et seq., 7151.29, USC 705, 794-794b. MCL 380.1308-1310. 380.1310a, 380.1310c. 380.1310d, 380.1311, 380.1311a, 380.1312, 380.1313

APPENDIX D

STUDENT DISCIPLINE – ENROLLMENT FOLLOWING MISCONDUCT AT ANOTHER PUBLIC OR NONPUBLIC SCHOOL Board Policy 5600D

To the extent permitted by law, the District may deny enrollment to a student who engaged in misconduct in another public or nonpublic 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 public or nonpublic school. The Superintendent or designee must refer the student to the Board if, under the student code of conduct, the student's misconduct in the previous public or nonpublic school would result in a long-term suspension or expulsion from that institution and, in the Superintendent's or designee's opinion, the student's enrollment in the District would jeopardize the safety or welfare of the District or substantially disrupt District operations. The Board will hold a pre-enrollment hearing following the Superintendent's or designee'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 parent/guardian or student and the Superintendent in either support of or opposition to the student's enrollment. This Policy does not apply to students seeking to enroll who have been expelled for any of the following offenses:

- A. possession of a firearm or other dangerous weapon;
- B. arson;
- C. criminal sexual conduct pursuant to Policy 5600, Section H.3;
- D. physical assault on an employee, contractor, or volunteer if student is in grade 6 or above;
- E. physical assault of another student if student is in grade 6 or above; and
- F. a bomb threat or similar threat if student is in grade 6 or above.

Legal authority: MCL 380.11a, 380.1308-1310, 380.1310a, 380.1310c, 380.1310d, 380.1311, 380.1311a, 380.1312, 380.1313

APPENDIX E

STUDENT DISCRIMINATION AND HARASSMENT

Board Policy 2266

Introduction

The Board of Education of the Wayland Union 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 and/or Employee/Administrator Handbook(s) 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 and/or Employee/Administrator Handbook(s) 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 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. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 5. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
 6. *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.
 7. *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 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).

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:

Dorr Assistant Principal
(616) 681-9637
4159 18th Street, Dorr, MI 49323
TitleIXCoordinat1@waylandunion.org

Human Resources Specialist
(269) 792-2181
850 E Superior St Wayland, MI 49348
TitleIXCoordinator2@waylandunion.org

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 Wayland Union 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) are:

Dorr Assistant Principal
(616) 681-9637
4159 18th Street, Dorr, MI 49323
TitleIXCoordinat1@waylandunion.org

Human Resources Specialist
(269) 792-2181
850 E Superior St Wayland, MI 49348
TitleIXCoordinator2@waylandunion.org

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: waylandunion.org. 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' 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). Anonymous reports may be submitted using the online reporting form posted at <https://waylandunion.org/parentsstudents/student-quick-links/ok2say/>.

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 and/or administrative guidelines, 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 and the Employee/Administrator Handbook.

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 cause 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. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

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, and/or Employee/Administrator Handbook 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 of the preceding circumstances exists, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one 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 or hearing:

- 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 Respondent, or by more than one Complainant against one or more Respondents, or by one 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 Complainant or more than one 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 preponderance of the 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 Title IX Coordinator 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. The District will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

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 Complainant, 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 Title IX Coordinator(s), 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. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard. 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, and hearings held;
- 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. changing of seating or location;
 2. pre-school, after-school detention;
 3. 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. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. 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 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.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

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 imposing any remedy, 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 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 that includes hearings, 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. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

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 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.

Filing a Complaint with the Office for Civil Rights:

A Student alleging discrimination on the basis of sex, or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970

APPENDIX F

BULLYING AND OTHER AGGRESSIVE BEHAVIORS

Board Policy 5517.01

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

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

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

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

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

Notification:

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation:

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

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

Procedure:

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the administrator(s). The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building administrator(s) should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

If, during an investigation of a reported act of bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 2266 - Student Discrimination and Harassment .

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

Non-Retaliation/False Reports:

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

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

Restorative Practices:

The District shall first consider restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior in accordance with MCL 380.1310c.

Definitions:

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

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

"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:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- B. 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.
- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Staff" includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 2266;

Hazing, see Policy 5516.

Legal M.C.L. 380.1310c

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Hazing

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

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

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

APPENDIX G

CARDIAC/MEDICAL EMERGENCY RESPONSE TEAM PLAN

Introduction:

This regulation was adopted to comply with 2014 PA 12. Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing, and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations or vomiting. Other times, sudden cardiac arrest occurs without warning. *Reference: Mayo Clinic Website.*

Equipment:

The School District will purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds within three minutes of a sudden cardiac arrest at school. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. District Safety Officer will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. The District Safety Officer will be responsible for posting the locations of AEDs, in each building, in a public place in the office and in the teachers' lounge.

Training:

All building administrators, 50% of sports coaches, 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR) and the use of AEDs. As of March 4, 2022, 82% of the Wayland Union Schools staff were CPR trained and 75% are certified in the Medical Emergency Response Teams (MERT). The School District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's list of Approved Providers for First Aid and CPR. The Human Resource Specialist and District Nurse will be responsible for maintaining a shared list of trained staff members with recertification dates. The building administrator(s) will be responsible for conducting at least two cardiac/medical emergency response drills per year.

Emergency Response Team:

Each school's cardiac emergency response team will consist of the building administrator(s), or his or her designee, any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school.

Required Actions:

An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately:

1. Call 911
2. Call a building MERT by notifying the Main Office Secretary, provide known details including:
 - a. victim's name,
 - b. sex,
 - c. age or approximate age,
 - d. condition, and

- e. location.

Office staff will then;

1. Notify a trained staff member
2. Make sure the nearest AED is retrieved and brought to the location

A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately call MERT. The MERT will determine if 911 (and report to the operator as described above) is necessary; notify the office; and attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately:

1. activate the MERT protocol, who will determine if 911 (and report to the operator as described above) needs to be called;
2. secure the Infinite Campus Student Summary sheet (with picture, in the case of a student);
3. report to the scene of the emergency with an AED and any medication prescribed for the student; and
4. attend to the victim according to their training.
5. The building administrator, District Safety Officer, or the District Nurse must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision. See MERT procedures for additional information.

Report:

The building administrator(s) must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent, or their designee.

MI HEARTSafe School Award Program:

Building administrator(s) may apply for, obtain, and maintain designation as a MI HEARTSafe School. Wayland Union Schools has earned this designation since 2016 and is valid through 2022. The District Nurse ensures tasks are completed to renew this designation in the upcoming years.

Annual Review and Evaluation:

Annually, each District Safety Officer and District Nurse will review this regulation with building staff and, if warranted, provide their supervisor with recommendations for revision.

Surveillance:

The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and other monitoring of School District equipment, including computers and networks. School District surveillance will be within all applicable legal requirements.

Revised March 22, 2022

APPENDIX H

ANNUAL NOTIFICATIONS

Drug-Free Environment/Protection:

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, with the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or their designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Student Records and FERPA:

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

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

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;
- N. school photographs or videos of students participating in school activities, events or programs.

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 on the district website under "Parent Quick Links" at:

https://waylandunion.org/downloads/staff_form_docs/directory_information_opt_out.pdf

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building administrator(s). 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, their 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 their parents;
- B. mental or psychological problems of the student or their 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 their 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 administrator(s).

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/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

McKinney-Vento Homeless Assistance Act:

The School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if they are presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Director of Public Relations as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the district liaison at (269) 792-9208.

Nondiscrimination:

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer, Dorr Assistant Principal at (616) 681-9637, or visit the Administration Office to see the Human Resource Specialist at 850 E. Superior St, Wayland, during regular business hours (8:00 a.m. – 4:00 p.m.).

Notice of Asbestos in School Buildings:

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Pesticides:

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

Physical Examinations and Screenings:

In the absence of an emergency or an IEP or Section 504 plan, the School District does not provide physical examinations and screenings on school premises. In the event the School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building administrator(s).

School Property:

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

Student Lockers:

A student's locker is a place to keep personal belongings and school supplies. The lockers remain the property of Wayland Union Schools. The contents of the locker are the responsibility of the students assigned to that locker. Nothing illegal should be kept in the locker. Violation of this rule subjects the student to disciplinary action. The administration reserves the right to inspect student lockers at any time without notice and without consent. The administration also reserves the right to inspect a student's personal belongings stored in the locker upon reasonable suspicion that a violation has occurred.

Students are strongly urged not to share combinations and not to keep money or valuables in their locker. Lockers are designed for a maximum of two students. Students are to remain in their assigned locker unless a change is approved by the administration office. Any student who alters the locking mechanism of their locker so it will not lock is subject to disciplinary action.

Student Privacy and Parental Access to Information:

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or their parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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 be given access to the survey/evaluation within a reasonable period of time after the request is received by the building administrator(s).

Web Accessibility:

General:

The School District is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the School District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The School District will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, the School District will perform periodic accessibility audits of its web site.

Report of Accessibility Issues:

If any individual has difficulty accessing the information on any page of the School District's website, they are encouraged to contact the School District's Web Accessibility Coordinator and advise accordingly. Upon notification, the School District will provide the requested information in an alternate format and, as soon as reasonably practicable, make the necessary improvements to make the information accessible online.

Discrimination Complaint:

Consistent with established School District procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) related to the accessibility of the School District's web presence. Such complaints should be made to the School District's 504/ADA Compliance Officer. If any such complaint is made to the School District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the School District's web site accessibility and non-discrimination policies. Section 504/ADA Compliance Officers:

Teresa Fulk (269) 792-2181 Administration Office 850 E. Superior St. Wayland, MI 49348	Andrew Augustin (616) 681-9637 Dorr Elementary School 4159 18th St. Dorr, MI 49323
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Web Accessibility Coordinator:

Scott Getter
Director of Technology
(269) 792-6611

Wellness Policy:

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at: <https://go.boarddocs.com/mi/wayland>, Policy 8510.

APPENDIX I

FORMS

Be advised that the following forms are available in the School Office, on the district website, and by clicking the links below, as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance [Form 2260 F2](#)
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA [Form 2260 F8](#)
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools [Form 5530 F2](#)
- Notification to Parents Regarding Student Records [Form 8330 F9](#)
- Notification to Parents on Blood-Borne Pathogens [Form 8453.01 F5](#)
- Parent/Student Acknowledgement of Student Handbook [Form 5500 F1](#)
- Authorization for Prescribed Medication or Treatment [Form 5330 F1](#)
- Authorization for non-prescribed Medication or Treatment (Secondary Version) [Form 5330 F1a](#)
- Authorization for non-prescribed Medication or Treatment (Elementary Version) [Form 5330 F1b](#)
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication [Form 5330F1c](#)
- Request for Review of Materials or Course Content [Form 9130f2](#)
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent. [Form 8330 F13](#)
- Parent Notification Regarding Student Records. [Form 8330F9](#)

APPENDIX J

WAYLAND UNION SCHOOLS PARENT-STUDENT-STAFF COMPACT COMPLETED DURING ONLINE ENROLLMENT

Parents & Students: Please read and complete the acknowledgement at the end of the page.

Parent/Guardian Commitment:

I want my child to succeed and, therefore, I commit to doing all of the following to the best of my ability:*

- Ensure that my child attends school each day on time, and ready to learn.
- Support the school and its Code of Student Conduct.
- Review my child's homework assignments and offer assistance when needed.
- Make reading part of my child's day by reading to my child and listening to my child read daily.
- Participate in parent-teacher conferences, attend school meetings, open house and parent-teacher organization activities.
- Share information with school staff about unique family or child circumstances that may affect my child at school.
- Read newsletters, notes, and other communications from school.
- Model respect and rapport in all actions and communication between the school and home.

*If extenuating circumstances prevent me from a full commitment I will offer an explanation to the appropriate school administrator or staff member.

Student Commitment:

I want to succeed, therefore, I commit to doing all of the following:

- Attend school regularly, on time, and be prepared to learn.
- Respect the rights and property of others, including not acting hostile or creating fear in others.
- Obey all classroom rules and the Code of Student Conduct.
- Put forth my best effort by paying attention in class, asking questions when I don't understand, and participating in class discussions.
- Complete all classroom lessons and homework on time as accurately and neatly as I can.
- Cooperate with others and accept responsibility and consequences for all my actions.
- Read (or be read to) each day outside of normal school hours.
- Take home all newsletters, notes, and other communications from school.

School Staff Commitment:

- Provide a safe, positive learning environment that helps each child become responsible for his/her own learning.
- Set high instructional standards and deliver a quality curriculum.
- Communicate academic progress and attendance concerns through report cards, notes, phone calls, newsletters, and conferences.
- Help parents to support learning and positive behavior at home.

When completed during online registration, the compact will be retained at school and accessible to parents in the Infinite Campus Parent Portal.