The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever changing world.
Daily Building Schedules

(Please note that these times are subject to change during the 2020-21 School Year due to COVID-19 modifications.)

<table>
<thead>
<tr>
<th>School</th>
<th>Buses drop off</th>
<th>School begins</th>
<th>School ends</th>
<th>Buses depart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kearsley High School (Grades 9-12)</td>
<td>7:15 a.m.</td>
<td>7:30 a.m.</td>
<td>12:45 p.m.</td>
<td>12:52 p.m.</td>
</tr>
<tr>
<td>Armstrong Middle School (6-8)</td>
<td>7:15 a.m.</td>
<td>7:30 a.m.</td>
<td>12:45 p.m.</td>
<td>12:52 p.m.</td>
</tr>
<tr>
<td>Fiedler Elementary (4-5)</td>
<td>8:10 a.m.</td>
<td>8:20 a.m.</td>
<td>1:35 p.m.</td>
<td>1:42 p.m.</td>
</tr>
<tr>
<td>Dowdall Elementary (2-3)</td>
<td>8:00 a.m.</td>
<td>8:10 a.m.</td>
<td>1:25 p.m.</td>
<td>1:32 p.m.</td>
</tr>
<tr>
<td>Weston Elementary (K-1)</td>
<td>9:00 a.m.</td>
<td>9:10 a.m.</td>
<td>2:25 p.m.</td>
<td>2:32 p.m.</td>
</tr>
</tbody>
</table>

Administration

Administration Building
4396 Underhill Drive, Flint 48506
Fax (810) 591-8421
(810) 591-7611
(810) 591-7602

Superintendent Kevin Walworth
Assistant Superintendent Paul Caudard

Kearsley High School
4302 Underhill Dr., Flint 48506
Fax (810) 591-9888
(810) 591-5313
(810) 591-5312

Principal Brian Wiskur
Attendance line

Armstrong Middle School
6161 Hopkins Dr., Flint 48506
Fax (810) 591-9944
(810) 591-9929
(810) 591-9929, option 1

Principal Lisa Oetting
Attendance line

Fiedler Elementary
6317 Nightingale Dr., Flint 48506
Fax (810) 591-9927
(810) 591-9925

Principal Kristina Cummings

Dowdall Elementary
3333 Shillelagh Dr., Flint 48506
Fax (810) 591-2276
(810) 591-2274

Principal Kelly Fisher

Weston Elementary
2499 Cashin St., Burton 48509
Fax (810) 591-8485
(810) 591-8483

Principal Kasia Allen

Pumpkin Patch at Buffey Elementary
4235 Crosby Road, Flint 48506
Fax (810) 591-9924
(810) 591-3585

Director Janis Akers
# Table of Contents

## DISTRICT INFORMATION
- A. Welcome .................................................. 4
- B. Mission Statement ........................................ 4
- C. District Belief Statements ............................ 4
- D. Board of Education/Administration ................. 4
- E. Student Enrollment/Registration Information ..... 5
- F. Immunization Requirements .......................... 5
- G. Student Services (Includes Special Education and Gifted Program) 6
- H. Weather and Emergency Procedures ................. 7
- I. E-News Emergency Notification System .............. 8
- J. Latex Balloons ............................................ 8
- K. Video Surveillance ....................................... 8
- L. Concussions ............................................... 8
- M. Communicable Diseases ............................... 9

## STUDENTS RIGHT AND RESPONSIBILITIES

### ADMINISTRATIVE POLICIES
- A. Authority of School Board .......................... 10
- B. Acceptable Use Policy (Computer and Network) .................................................. 10
- C. Alcohol, Tobacco and other Drugs Policy ......... 13
- D. Animals and Plants in Schools ..................... 14
- E. Asbestos ................................................... 15
- F. Bullying ..................................................... 15
- G. Complaint Procedures ................................ 16
- H. Dress Code ............................................... 16
- I. FERPA (School Records) ............................. 18
- J. Food Allergies ............................................ 19
- K. Gangs and Gang-Related Activities Policy ...... 20
- L. Hazing ...................................................... 20
- M. HIV/AIDS Education Policy .......................... 20
- N. Medication Policy ........................................ 21
- O. Non-Discrimination and Equal Access to Educational Opportunity Policy .............. 21
- P. Parent Involvement Plan ............................. 23
- Q. Pesticides .................................................. 25
- R. Respect for Differences Policy ..................... 25
- S. Solicitation .................................................. 26
- T. Student Wellness Policy ............................... 26
- U. Weapon Free School Zone ............................. 27

### IV. Attendance
- A. Attendance Philosophy ............................... 27
- B. Types of Absences ...................................... 28
- C. Attendance Policy ....................................... 29
- D. Makeup Work ............................................ 32
- E. Tardy Policy ............................................... 32
- F. Check-In and Check-Out Procedures ............... 33
- G. Absences & Attendance at After School Events .... 34
- H. Homebound and Hospitalized Services ............... 34
V. Academic Requirements

Standards Referenced Grading (SRG) 34
B-Code 35

Elementary (Grades K-5)
A. Curriculum/Instruction 35
B. Grade Reporting 35

Middle School (Grades 6-8)
A. Curriculum/Instruction 36
B. Grade Reporting 36
C. Middle School Students Attempting to Earn High School Credit 36

High School and Alternative Education (Grades 9-12)
A. Curriculum/Instruction 36
B. Post-Secondary/Dual Enrollment 38
C. Community Service 38

VI. Student Code of Conduct 39-63
DISTRICT INFORMATION

Welcome
On behalf of the faculty and administration, it is our pleasure to welcome you to Kearsley Community Schools. A school is a reflection of the people inside, and together, we have the opportunity to make our schools outstanding. It takes a team effort of cooperation and individual responsibility to achieve this goal.

Our offices are always open, and we will be happy to offer any assistance to you as an individual. Please enjoy your years at Kearsley. We hope they will be rewarding and memorable. Always remember that the rewards you take from here will depend a great deal on the individual responsibility and effort each student is willing to put forth.

Mission Statement
The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be lifelong learners, active citizens and contributing members in an ever changing world.

District Belief Statements
• All students must be treated with respect.
• A safe and positive environment is conducive to learning.
• All students benefit from a close relationship between home, school and community.
• School programs must nurture the social, emotional and physical development of all students.
• High expectations, focused curricula and appropriate instructional techniques maximize learning.
• All students need continuous opportunities to develop to their fullest potential.
• All students need skills and strategies to be effective problem solvers.
• Literacy is the cornerstone to success.
• Mathematical skills and reasoning are the gateway to higher education and career opportunities.
• Students must be proficient in the use of varied and emerging technologies.

Board of Education
President DesRae Joubran
Vice President Chad Langworthy
Secretary Dr. Chad Boggs
Treasurer Dr. Charles Wade
Trustee Debra Albers
Trustee Richard Hill
Trustee Jeff Natzke

Administration
Superintendent Kevin Walworth 591-7600
Assistant Superintendent Paul Gaudard 591-7602
Director of Curriculum and Assessment, Jane Fonger 591-7601
Director of Special Education Jim Huiskens 591-7614
Shared-Time Director Business Services Terese Knag 591-7603
Director of Operations / Transportation Eric Doyle 591-7623
Athletic Director Eric Doyle 591-5307
Food Service Christina Mascorro 591-5409

Student Enrollment / Registration Information
Students enrolling for the first time in the district should register at the school building they will be attending.
Please bring the following to registration:
- Child's original birth certificate - Issued from the county clerk's office with the official seal on it. Hospital certificates will not be accepted.
- Child's Social Security number
- Child's complete and up-to-date immunization records
- Proof of residency in the Kearsley district. This can be three letters with your name and address on them or bills with your name and address on them.

After enrollment, if the child's residency changes from one Kearsley address to another Kearsley address, the parent/guardian will be required to provide new, updated proofs of residency. For details, please contact Traci Corchado at (810) 591-7611.

Immunization Requirements
District Nurse Nicole Cameron
(810) 591-3506
All children who enter school in Michigan are required by state law to be fully vaccinated in accordance with Part 92, Act 368 of the Public Acts of 1978, as amended.

Proof of the following immunizations MUST be provided at the time of registration for all students enrolling in Kearsley Community Schools for the first time:

For children ages 4-6:
- DTaP (Diphtheria, tetanus, perussis) - four doses. If a dose was NOT received on or after the fourth birthday, a booster dose is required.
- Polio - three doses. If a dose was NOT received on or after the fourth birthday, a booster dose is required.
- MMR (measles, mumps, rubella) - two doses required, the first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.
- Varicella (chicken pox) - one dose no earlier than the first birthday or reliable verbal history of disease from parent/guardian.

For children ages 7-19:
- Diphtheria and tetanus - four doses, or three doses if the first dose was received on or after the seventh birthday.
- Polio - three doses of polio vaccine required.
- MMR (measles, mumps, rubella) - two doses required, the first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.
- Varicella (chicken pox) - one dose or verbal history of disease from parent/guardian.

For children 11 years of age or older upon entering 7th grade:
- Meningococcal - one dose is required prior to school entry.Tdap.
- DTaP

For children entering kindergarten and all children changing school districts:
- Varicella (chicken pox) - two doses or verbal history of disease from parent/guardian.

For children ages 11-18 changing school districts:
- Diphtheria and tetanus - four doses, or three doses if the first dose was received on or after the seventh birthday. If a dose was not received within the last five years, a booster dose is required prior to school entry.
- Polio - three doses of polio vaccine required.
- MMR (measles, mumps, rubella) - two doses required, the first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.
- Varicella (chicken pox) - two doses or verbal history of disease from parent/guardian.

Students not meeting minimum requirements must obtain necessary immunizations and provide proof to the administrator of the child's school building within 30 days of enrolling. Failure to meet these requirements, as set by the Michigan Department of Community Health, may result in the child being excluded from attending school.

Special Education
Director Jim Huiskens
(810) 591-7614
TDD line (810) 591-2334

The Special Education office is located in the district's administration building at 4396 Underhill Drive. The office handles all special education services and gifted and talented programs as well as oversees the school nurse and health services, homebound services and facilitates student expulsions/suspensions. Parents who suspect that their child may have a disability can contact this office to request an evaluation.

Special Education Services include:
- Speech and language therapy
- Social worker service
- Teacher consultant service
- Resource rooms
- Basic classroom for the emotionally impaired
- Basic classroom for the cognitively impaired

Transfer students who received special education services during the previous school year need to contact the Student Services office at (810) 591-7614 prior to enrolling at an individual school building.

A confidential release of records and permission for placement form must be signed in this office. It is very helpful for the parent/guardian to bring a copy of the child's most recent Individualized Educational Planning (IEP) report. Special Education personnel do their best to provide the most appropriate program for each child.

Kearsley Academically Talented Students (KATS) Program
Coordinator Jim Huiskens
(810) 591-7614

Kearsley Academically Talented Students (KATS) program offers a cluster program for grade one through three and classroom programs for students in grades four through 12. KATS blends into honors and AP classes during a student's middle and high school years.

District-wide testing is used to recognize potential KATS middle school students. A high school student can apply him or herself for honors or AP classes.

Transfer students who were placed in gifted programs during the previous school year and wish to be considered for special placement in Kearsley should contact the Student Services office.
Weather and Emergency Procedures
The area in which we live makes it advisable to have some procedures for the protection of lives during certain weather or other emergencies. In the case of emergency, it is very important for students to listen carefully and to follow all staff directions during tornado or other emergency drills.

Staff members have been trained to follow the district’s safety and crisis plan. We regularly conduct safety drills (weather, fire and lock-down).

In the event of an emergency or school closing, parents signed up through the district’s Ed-Alert system will be notified by text or email. Parents also will receive a phone call through our automated telephone system. Further information may also be available on the district’s website and on local radio and television stations. Please note that the district will not bombard you with texts once you sign up through the Ed-Alert system. The district only sends text messages in the case of emergencies or school closings.

Cancellation of School
When it becomes necessary to cancel school before it is in session, administrative personnel will communicate through the ED-Alert system to parents and students and contact WJRT-TV, Channel 12, to have an announcement made over the air.

If school is dismissed early due to weather or other emergency conditions, administration will contact local TV and radio stations. Cancellation information may also be posted on the district’s website at www.kearsleyschools.org. Students will be bussed where they are usually taken at the end of the school day. Please discuss with your child where he/she should go if school is dismissed early. Have a plan in place with your child before this situation arises.

It is permissible for you to come to the school to get your child during a time of severe weather conditions. However, if you wish to pick up other children, you must have a statement from those parents indicating that you have their permission to take children from school.

Tornado Watch
The school administration takes direction concerning tornado and weather conditions from the National Weather Service. If the National Weather Service informs us there is a tornado watch, which means conditions are such that a tornado could occur, we will most likely keep students at school and release them at the regular time.

Tornado Warning
If we are notified that the area is under a tornado warning, which means a tornado has been sighted in the area, we will keep students in school and direct them to designated areas.

The decision as to whether or not we can send students home depends entirely upon the amount of time we are given to prepare for the problem. Nearly 80 percent of the students in our district ride a school bus. Our buses are used for multiple runs – high school, middle and elementary. Because of this multiple use, it requires approximately two hours to get all of our students home.

We ask that you do not call the school office for non emergency reasons under these conditions because this ties up our telephone lines at the time we need them most. If there is an early dismissal, the information will be sent out immediately to parents signed up to receive emergency notifications, texts, automated telephone calls and placed on our website before notifying the area radio and television stations. It is suggested that parents sign up for texts, check our website or listen to the radio or TV when weather conditions are threatening.
If students remain in school, all buildings will follow a tornado plan recommended by the Civil Defense Headquarters. Each building has a plan and we do hold tornado drills so students know the recommended location for maximum safety in each building and how to reach that location quickly.

**Fire drill regulations**
Fire drills are conducted at unannounced times during the school year. The fire drill warning is a horn-like sound. Teachers will explain these regulations at the beginning of each course. All students and personnel must leave the building and move into the designated areas during a fire drill.

**Lock down drill**
Lock down drills are conducted at unannounced times during the school year. These drills are announced over the PA system. Teachers will go over guidelines for these drills at the beginning of each semester.

**E-Alert Emergency Notification System**
Parents are encouraged to subscribe to our Ed-Alert Notification System, an online service that keeps parents, students, faculty/staff and community members informed about school-related information including school closings via text or email. Please look for our Ed-Alert Notification System under the Quick Links on our website.

**Latex balloons**
Due to increased latex allergies of staff and students, we do not allow latex balloons to be displayed or delivered to our buildings.

**Video Surveillance**
Pursuant to Board Policy 7440.01 you are hereby notified that for the safety of our students and staff the district's buildings and common areas, such as but not limited to, entry and exit doors, hallways, cafeteria and parking lots are monitored by video surveillance systems.

The Kearsley Board has authorized the use of video cameras in our schools and on district property such as parking lots. The video cameras shall be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and shall be retained with other student records. Videotapes shall only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

**Concussions**
According to Public Acts 342 and 343 (Concussion Law) effective June 30, 2013, all students who participate in a school related activity must have a signed document by the student and the parent, which acknowledges that they have received and reviewed the Concussion Fact sheet for Parents and/or the Concussion Fact Sheet for Students. See Appendix A-5 and A-6.

**Communicable Disease**
Kearsley adheres to the Genesee County Health Department guidelines for communicable disease. For a complete reference chart, see www.gchd.us.

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

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of that community. It is our goal to seek to be a community of good citizens, learning and conducting ourselves in such a way as to enrich the lives of everyone.

It is the student’s right to:
1. Attend school in the district in which his/her parent or legal guardian resides.
2. Form and hold his/her own ideas and beliefs.
3. Express his/her opinions verbally or in writing using school appropriate language.
4. Dress within recognized standards of health, safety and good taste.
5. Associate and assemble peacefully.
6. Petition school officials for corrections of complaints.
7. Expect that the school shall be a safe place for all students to gain an education.
8. Have privacy of his/her school records.
9. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural due process.
10. Expect that the school will make every effort to safeguard individual rights.

Student Expectations
Kearsley Community School students should strive to adhere to the following individual responsibilities while at school. A student should:
1. Respect the inherent human dignity, worth and rights of every other individual.
2. Be informed of and adhere to reasonable rules and regulations established in this handbook and implemented by school administrators and teachers for the welfare and safety of students.
3. Be punctual and present in the regular school program to the best of one’s ability.
4. Study diligently and maintain the best possible level of academic achievement.
5. Dress and appear in a manner that meets standards of health, cleanliness, decency, and safety.
6. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
7. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while in attendance at all school or school-related functions held on or off school grounds.
9. Continue or become actively involved in one’s education, understanding of people, and preparation for adult life.
10. Report knowledge of violation of school policy (i.e., weapons, drugs, alcohol, etc.) on school property.
11. Be responsible for his or her locker and the materials and equipment stored in that locker. The school does not assume responsibility for student property lost or stolen from lockers.
ADMINISTRATIVE POLICY

A. Authority of School Board
In accordance with the laws of the State of Michigan MCL 380.11a; MSA 15.4011a, the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to student conduct in order to provide for their safety and welfare at school or while enroute to and from school or while attending school-sponsored activities, or while not at school-sponsored or regular instruction programs.

The Board of Education has approved the policies, rules and regulations contained in this publication. At any time, the Board may adopt additional policies.

B. Acceptable Use Policy (Computer and Network)
Beginning with the 2020-21 school year, Kearsley Community Schools will be a 1:1 district meaning every child will have a computing device assigned to them. The handbook governing this initiative is attached as an appendix at the back of this document.

Overview
The Board authorizes the superintendent to develop services linking computers and other technology within and between buildings in the district and to provide access to the Internet for students and staff. All technology implementation shall be aligned with Board policy on technology and the district’s educational goals.

Use of the district computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the district. The district’s general rules for behavior and communications shall apply when using district computer equipment.

The superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually.

District User Accounts
The Board authorizes the superintendent to provide district user accounts for students and staff to access the district computer network and the Internet, electronic mail, cloud-based services, file server space, or other technology resources. Such access shall be provided in furtherance of the district’s educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the district, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Computer and Network Use
Use of district technology resources is a privilege, not a right. The fundamental rule for use of district technology is that all use must be consistent with the district’s educational goals and behavior expectations. Because electronic communications are varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to adhere to the educational norms and behavior of the school community.

Users must:
• Be polite and courteous in all communications and language.
• Assist others in the use of the system, and help others who are looking for ideas or information.
• Post and share information which is interesting and helpful to other users.
• Always use the technology as a resource to further his/her own education and that of others.
• Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.
• Promptly report to district staff any content viewed or received over the technology resources that is inappropriate or explicit or makes the user feel uncomfortable, harassed, threatened, or bullied. Users should not delete such content until instructed to do so by a staff member.
• Promptly report to district staff any unauthorized use of district technology, or use that is not according to these rules.

Users must not:
• Use district equipment for anything contrary to law, or to solicit others to break any law.
• Create, send, publish, download, access, or bring into the school environment material which is inconsistent with the educational goals of the district, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity.
• Use the district network for any political campaigning, commercial advertising, solicitation or other commercial purpose or financial gain without approval from the superintendent.
• Attempt to discover or use another user's password or otherwise access their accounts.
• Access or attempt to access the records or files of other users or of the district, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources, except with prior authorization from a system administrator or the owner of the record in question.
• Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending malicious software.
• Configure hardware or software to intentionally allow access to unauthorized users.
• Use district technology to send unsolicited, bulk, chain, harassing, anonymous, or other messages.
• Attempt to use the network while access privileges are suspended.
• Download, copy, or install software that has not been specifically authorized by the school district.
• Download any music, videos or pictures or participate in playing any computer games unless they serve an educational purpose in line with the district's curriculum and technology plan.
• Attach any hardware, peripheral or other equipment to the network without approval of the system administrator.
• Participate in any peer-to-peer file sharing.
• Attempt to bypass any security programs, filters, restrictions, or other measures put in place by the district.

System Integrity
The superintendent may designate person(s) trained in technology ("system administrators") at the building and/or district level to implement the district’s rules and regulations and to provide technology support for students, staff and Board members. The superintendent, in concert with the system administrators, shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to district and school records.

The district does not guarantee that its technology resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the district be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the technology resources.

Monitoring
District user accounts and all use of district technology resources are considered a privilege, not a right, and are subject to the district's rules and policies. Electronic communications and stored material may be monitored or read by school officials. This includes but is not limited to, the use of monitoring software. Electronic communications associated with district-provided user accounts may be inspected by school officials without the consent of the sender or a recipient. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the district’s policy and rules on student records.
Privacy
The district may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies regarding unauthorized release of information and student records.

Content Filtering
The administration shall make use of technology to block access by individual users or groups of users to networked equipment, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the district pursuant to law.

Inquiries, access requests, or complaints regarding the content of networked information or access to internet resources can be forwarded to the Technology Department for review and possible action.

Staff, Student, Community Request For Computer Network Access
The Board, pursuant to law, requires that when a school district library offers use of the Internet or a computer, computer program, computer network, or computer system to the public that access to minors be restricted. The district shall utilize a system or method that is designed to prevent a minor from viewing any material that is deemed harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access.

The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney’s fees, incurred by the district relating to or arising out of any breach of the terms of this request for network access.

District web page(s)
Any and all web pages representing the district shall be carried and posted only on the district’s designated server(s) and shall be designed and published in accordance with rules promulgated by the superintendent.

Access
Access to the Internet is provided via a wi-fi network called “KCS_Guest” which is part of the larger KCS network & GenNET. As with district-owned devices, students are expected to adhere to the KCS Technology Acceptable Use Policy (AUP). Additionally, in compliance with the Children’s Internet Protection Act (CIPA), the KCS Technology Department will filter internet content for users connected to the network.

Support
Support for student-owned devices is the responsibility of the owner. Kearsley staff members are not responsible for technical issues. Always consult your device’s owner’s manual or “Help” menu for exact directions on how to access a wireless network.

Theft, loss, or damage
Kearsley Community Schools, or any employee of the district, is not liable or responsible for any theft, damage, or loss of any non district device or the information on any such device. It is the responsibility of the device owner to ensure that the device is safe and secure.

Texting, app, or data charges
Kearsley Community Schools is not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or internet use on any student-owned device is the sole responsibility of the owner.
C. Alcohol, Tobacco and Other Drugs Policy (ATOD)

Drug Free Schools
Kearsley Community Schools supports and complies with the Drug Free Schools Act. The Drug Free Schools Act requires that information about counseling, rehabilitation and re-entry programs related to alcohol, tobacco and other drug use (ATOD) be made available to students and/or parents. A list of resource agencies is provided below.

The specific policies of Kearsley Community Schools regarding alcohol, tobacco, and other drugs follow.

Tobacco Use
Tobacco use and/or the possession of any tobacco product (including e-cigarettes) by any K-12 student is wrong and harmful, and its use and/or possession is prohibited in all attendance centers, at all school sponsored events, and on all school grounds.

Violation of these illegal acts will result in disciplinary action up to and including suspension and expulsion from school and referral to the appropriate law enforcement authorities.

Alcohol Use
The consumption and/or possession of any alcoholic beverage by students is wrong and harmful; therefore, the consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage by students is prohibited in any attendance center, on school grounds or at any school sponsored activity.

Any student who consumes any alcoholic or alcoholic look-alike beverage upon school grounds or in an attendance center, at any school sponsored activity off school grounds or going to or from any school sponsored activity, or appears to be under the influence of alcohol, shall be refused entrance and admission and may be subject to discipline, up to and including suspension or expulsion, and referral to the appropriate law enforcement authorities.

Drug Use
The illegal consumption and/or possession or sale of any controlled substance or drug paraphernalia by students is wrong and harmful, and is prohibited in any attendance center, or on school or district grounds or at any school sponsored activity.

Any student who has in his/her possession any controlled substance or appears to be under the influence of any drugs before entering upon school or district grounds or going to or from any school sponsored activity, shall be refused entrance and admission and may be subject to discipline, up to and including suspension and/or expulsion, as well as referral to the appropriate law enforcement authorities. District personnel may refer a student to any medical treatment or school service agency when such student is reasonably believed to be abusing, or incapacitated by the use of, alcohol or other drugs.

Special Note: While substance abuse is a very serious matter, it is also recognized that elementary students may not have reached an age of maturity where they are held fully accountable for their decisions. Accordingly, violations of policy involving alcohol, tobacco and other drugs by students in grades K-5 will be examined on a case by case basis. Emphasis will be placed on counseling and rehabilitation; however, cases involving neglect or abuse shall be reported to the appropriate law enforcement or social agencies. Penalties up to and including
suspension and/or expulsion may still be enforced should it be deemed necessary to ensure the health and welfare of other students in attendance.

For a listing of local support agencies the following has been provided:

**GENESEE COUNTY**

**Alcohol and Drug Abuse**
- AA and Alateen (810) 234-1460
- Alcoholics Anonymous (810) 234-0815
- Intake, Assessment & Referral Center (810) 235-9555

**Abuse and Neglect**
- Community Mental Health Crisis Line (810) 257-3740
- National Parent Helpline (855) 427-2736 (1-855-4AParent)
- Protective Services (855) 444-3911
- 4C Resource Agency for Children (810) 232-0145

**Health Services**
- Mott Children’s Health Center (810) 767-5750

**Legal Services**
- Legal Services of Eastern Michigan (810) 234-2621

**Poison Information**
- Poison Control Center (800) 222-1222

**Runaway Help-Emergency Shelter**
- Emergency Shelter for Women (810) 239-5433
- REACH Runaway Shelter (810) 233-8700
- Runaway Hotline (800) 786-2929 (1-800 Run Away) or text 66008

**Tobacco**
- Genesee County Health Department (810) 257-3612

**Sexual Assault and Rape**
- YWCA of Greater Flint (810) 238-7621

**Gambling Abuse/Addiction**
- Gambling Helpline (800) 270-7117

D. **ANIMALS and PLANTS IN SCHOOL**

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for and properly handled.

E. **ASBESTOS**

Kearsley Community Schools, in keeping with the regulations set by the Environmental Protection Agency (EPA), continues to do self-inspections of all school facilities every six months. This is done by our custodial staff who are trained in asbestos material handling procedures as required by the Asbestos Containing Materials in Schools regulations, commonly referred to as AHERA. We will continue to be conscientious about identifying, repairing
and maintaining asbestos materials in our schools as part of our ongoing maintenance of these materials. The
district completes an asbestos re-inspection as required by the EPA every three years. The re-inspection report is
available for review in the main offices of school buildings, or in the district’s business office, 4396 Underhill Drive.

F. BULLYING

It is the policy of the district to provide a safe educational environment for all students. Bullying and/or
“cyberbullying” of a student at school is strictly prohibited.

For the purposes of this policy, “bullying” is defined as: Any written, verbal, or physical act, or any electronic
communication, that is intended or that a reasonable person would know is likely to harm one or more students
either directly or indirectly by doing any of the following:
1. Substantially interfering with educational opportunities, benefits, or programs of one or more students.
2. Adversely affecting a student’s ability to participate in or benefit from the district’s educational programs or
   activities by placing the student in reasonable fear of physical harm or by causing substantial emotional
   distress;
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this
district, and is prohibited. In addition, retaliation or false accusation against a target of bullying, a witness, or
another person with reliable information about an act of bullying is prohibited. All students are protected under this
policy. Bullying is equally prohibited without regard to its subject matter or motivating animus (purpose).

Upon receipt of a report of an alleged violation of this policy or a related complaint, the principal or the designee
shall promptly and thoroughly investigate the incident. The principal or designee shall notify the parent/guardian of
both the bullying victim and the perpetrator.

A student who engages in any act of bullying while at school, is subject to disciplinary action, up to and including
suspension or expulsion. As may be required by law, law enforcement officials shall be notified of an alleged
bullying incident. “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 regardless of whether it is held on school
premises. “At school” also includes conduct using a telecommunications access device or service provider that
occurs off school premises if the telecommunications access device or service provider is owned by or under the
control of the district.

The superintendent shall be responsible for ensuring the implementation of this policy. This policy will be
publicized in the Board of Education policy manual and in the parent, student, and employee handbooks. All
reported prohibited incidents, as well as all verified incidents of bullying and the resulting consequences shall be
documented in the district student information system. Reports on verified incidents of bullying and the resulting
consequences, including discipline and referrals shall be provided to the Board of Education on an annual basis.

G. COMPLAINT PROCEDURES

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

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

1. Speak directly to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Or, write a letter to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior and how you would like the behavior to change. Make a copy of the letter for yourself and deliver in person, preferably accompanied by someone else as a witness to the delivery of the letter.

2. If the problem is not resolved after speaking or writing to the person, the problem will be forwarded to the building principal. The principal will respond in writing to the parent upon receipt of the complaint and forward a copy of his/her response to the appropriate administrator.

3. If the parent is not satisfied with the building principal's response, the parent is to notify the assistant superintendent. The assistant superintendent will confer with the principal and other staff who may be involved and, depending on the findings, will either:
   a) provide the parent a written response to the grievance.
   b) suggest in writing to the principal a course of action to achieve resolution, or
   c) schedule a meeting with the parent, principal, and other staff as considered appropriate to review the matter and to achieve resolution. The assistant superintendent is the last level of appeal.

H. DRESS CODE

The Kearsley School District is an institution of learning and it is our goal to provide a safe and orderly environment. We believe that student dress contributes to that environment. We also believe that school is not the place to sport the latest Hollywood or fashion industry designs. We do believe that Kearsley students can look good and still honor the dress code.

In general, clothing needs to be clean and appropriate for school. Shoes must always be worn (state law). Students cannot wear attire which interferes with the operation of the school or which impinges upon the general health, safety and welfare of the district, students or employees. To help clarify and provide examples of what we mean by "appropriate dress," please refer to the lists below. Even though this list is not exhaustive, we have tried in good faith to provide students and their parents with some guidelines.

Students who are not dressed appropriately will be asked to change clothing and return to class. There is some clothing available in the office that students may borrow. If the student refuses to change into appropriate clothes or there is no change of clothes available a parent may be called to bring appropriate clothing to the school. Disciplinary action, including suspension, may be taken for students who chronically abuse the dress code policy.

The following are examples of appropriate and inappropriate clothing and/or accessories (including jewelry).

**Appropriate apparel**
- Jeans, slacks
- Capri or crop pants
- Shorts (less than 7 inches above the crease behind the knee) *
- Skirts (less than 7 inches above the crease behind the knee) *
- Dresses (less than 7 inches above the crease behind the knee) *
- Shirts/tops/dresses with sleeves
- Sleeveless shirts/tops/dresses with collars
- Sleeveless shirts/tops/dresses with crew necks
- Sleeveless shirts/tops/dresses with shoulder straps of at least 2 inches in width (no undergarments may show)
Inappropriate apparel

- At no time is it appropriate for underwear to show
- Shorts, skirts and dresses (more than 7 inches above the crease behind the knee)
- Jeans/slacks MUST NOT have holes in areas more than 7 inches above the crease behind the knee.
  In reference to shorts, skirts, dresses, jeans/slacks, the 7 inches rule applies even if wearing something underneath.
- Shirts/tops/dresses showing midriff
- Shirts/tops/dresses that are cut too low
- See-through tops (undergarment must meet dress code)
- Halter or tube tops
- Sleeveless shirts/tops/dresses without collars or crew necks (shoulder straps less than 2 inches in width)
- Off the shoulder tops/ponchos must have an undergarment that meets dress code
- Trench coats worn during school
- Pajamas/pajama pants or slippers
- Hats, bandanas, hoods or headgear (including headbands and sunglasses) must be removed upon entering the building and be placed in the students’ lockers and remain there for the duration of the school day
- Jewelry with spikes or studs or rings that mimic brass knuckles
- Safety pin accessories
- Chains
- Rollerblade shoes or shoes with wheels
- Bare feet (footwear should be worn at all times)
- Leggings or jeggings without a skirt or shorts which meet dress code
- Articles of clothing with inappropriate subject matter, profanity, slogans or symbols, which promote or make reference to substances that would be considered illegal for minors, including alcohol, tobacco, and drugs. In addition, the article of clothing should not display words, symbols or pictures that would be considered derogatory, obscene, vulgar, violent, racist or gang-related.

Teachers/Administrators may ask students to remove jewelry during physical activities in the classrooms or gym classes to ensure the safety of all students.

* This standard may not be used for kindergarten students.

I. Family Educational Rights and Privacy Act (FERPA) - School RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or an eligible student believes is inaccurate or misleading. Parents or eligible students may ask Kearsley Community Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise the individual of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA, authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school officials performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW Washington, D.C. 20202-4605

Notice for Directory Information

FERPA requires that the Kearsley Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production.
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, showing weight, height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

If you do not want Kearsley Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district before the first student day each school year. The district has designated the following information as directory Information: student's name, address, telephone number, electronic mail address, picture, parent or guardian, date and place of birth, major field of study (i.e., technology preparation program, honors program, etc.), dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or school attended by the student.

High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.
Transfer of Student Records
The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL380.1135) which requires that within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students). In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student disciplinary record, including any suspension or expulsion action against the student.

School publications, web site
Names and pictures of students may be used in district publications, including the Kearsley Connection, a newspaper mailed to all homes in the district, building newsletters, slide show presentations and on the website. From time to time, a student's picture may also be released to local media when press releases are issued.

If you object to your student's image or name appearing in any of these publications, please send a written request to the Communications Department at Kearsley Community Schools, 4396 Underhill Drive, Flint, MI 48506.

J. FOOD ALLERGIES
The Kearsley School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The superintendent shall direct the person in charge of food service programs and general staff members to act affirmatively and work closely with parent(s)/guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the District's food service programs.

Due to increased peanut/tree nut allergies in staff and students we do not allow peanuts, tree nuts or nut products in any classroom. Copies of the food/nut/peanut allergy guidelines are posted on the website.

K. GANG-RELATED ACTIVITY
The presence of gang-related apparel, jewelry, accessories or manner of grooming or behavior will not be tolerated.

The use or display of, possession of, or the production of gang-related symbols is also not allowed on school grounds.

Students involved in any of the above described behaviors will receive one of the following consequences depending upon the circumstances:
1. Parent contact and/or parent conference
2. Suspension
3. Expulsion

The soliciting or recruitment of gang members is forbidden and will be dealt with very severely. Students involved will be suspended from school with a possible recommendation for expulsion.
Students violating other school rules such as fighting and stealing, while engaging in gang-related activities, will receive two separate punishments: one punishment for the school infraction and a separate punishment for the gang-related behavior.

L. HAZING
The act of hazing is a crime in Michigan and will not be tolerated by the district. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action up to and including expulsion.

M. HIV/AIDS Education Policy
Mandated HIV and Allowed Sex Education
School districts are required to teach about dangerous communicable diseases, including, but not limited to, HIV/AIDS. (MCL380.1169) Instruction regarding dangerous communicable diseases, including, but not limited to, HIV/AIDS, must be offered at least once a year at every building level (elementary, middle/junior, senior high).

School districts can choose to teach sex education. If they do, they must do so in accordance with those sections of the Michigan Compiled Laws related to sex education and reproductive health. (MCL380.1506, 380.1507, 380.1507a, 380.4507b, 388.1766, 388.1766a)

Parental Rights and Exclusion from Instruction
For HIV/AIDS and sex education instruction, parents and/or legal guardians must be notified in advance of:
• The content of the instruction.
• Their right to review materials in advance.
• Their right to observe instruction.
• Their right to excuse their child without penalty. (MCL380-1507)

For sex education only, if a parent or legal guardian files a continuing written notice (i.e., a request to have their child permanently excluded from sex education classes), the student shall not be enrolled in the class(es) unless the parent or legal guardian submits a written authorization for that enrollment. (MCL380.1507a)

N. MEDICATION
This policy has been revised to comply with the Michigan Department of Education Model Policy and Guidelines for administering medication to pupils at school. It has been reviewed by the Genesee County Health Department and our school nurse. If you have questions about this policy or any health issues that relate to school, please contact the school nurse at (810) 591-3506.

Definition: Medication includes prescription, nonprescription, and herbal medications and includes those taken by mouth, inhaler, those that are injectable, and those applied as drops or mist to nose, ears or eyes, or medications applied to the skin.
1. If a condition exists which requires medication to be taken at school, it may be self-administered by the student. The student’s parent/guardian and physician must provide written authorization to the office to allow the student to self-possess and self-administer medication. Elementary age students (grades K–6) are only allowed to self-administer inhaler medications. Middle school students and high school students (grades 7–12) are not allowed to self-administer any controlled substances including Ritalin or antidepressants. If necessary, you may request that this medication be administered by school personnel.
2. Any medication, including nonprescription and herbal medications, must be accompanied by an Authorization to Administer Medication form completed by the parent and the prescribing physician.
3. Due to the possibility of an allergic reaction, the first dose of any medication will not be administered at school.
4. The medication must be contained in the original, properly labeled container as prepared by a pharmacy, physician or pharmaceutical company. Measuring of liquids or dividing of pills, is the responsibility of the parent
Pharmacies may supply unit doses of liquids upon request. All medication will be counted in the presence of the parent. The school staff and parent(s) will document the amount received by signing the medication log.
5. Office personnel cannot administer medication in any way different from the instructions on the authorization form from the physician. Therefore, if there is a change in medication dosage or time to be administered, please have your physician update the authorization form or fax a change to the school office.
6. A log of the administration of this medication will be kept.
7. Prescription and medication supply renewal is the responsibility of the parent/guardian.
8. Medication left over at the end of the school year or after a student has left the district, must be picked up by the parent/guardian or the school will appropriately dispose of the medication according to local health department regulations.
9. Please notify the office if your child has any medical or physical problems that may need attention at school.
10. Students who receive medication for potentially life-threatening situations (glucagon, inhalers, epi-pens) will have, to the extent possible, a written emergency care plan which contains specific instructions for that student's needs, prepared by a physician and/or their designee, in collaboration with the parent/legal guardian and the school health professional.

O. NONDISCRIMINATION AND EQUAL ACCESS TO EDUCATION OPPORTUNITY
The Board of Education does not discriminate on the basis of race, color, national origin, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of protected classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

The person designated to handle any questions and/or complaints concerning the non-discrimination policy of Kearsley Community Schools is Assistant Superintendent Paul Gaudard, 4396 Underhill Drive, Flint, MI 48506. (810) 691-7640.

Prohibition Against Discrimination Based on Disability
Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Board does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and practices in the district.

The person designated to handle any questions and/or complaints concerning the Prohibition Against Discrimination Based on Disability Policy of Kearsley Community Schools is Assistant Superintendent Paul Gaudard, 4396 Underhill Drive, Flint, MI 48506. (810) 591-7602.

Anti-harassment
The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful
harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The person designated to handle any questions and/or complaints concerning the Prohibition Against Discrimination Based on Disability Policy of Kearsley Community Schools is Assistant Superintendent Paul Gaudard, 4396 Underhill Drive, Flint, MI 58506. (810) 591-7602.

Grievance procedure for Title VI of the Civil Rights act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990

Section 1
Any person believing that the Kearsley Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to Civil Rights Coordinator Paul Gaudard, 4396 Underhill Drive, Flint, MI 58506. (810) 591-7602.

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

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

Step 1
A written statement of the grievance signed by the complainant shall be submitted to the civil rights coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2
A complainant wishing to appeal the written (or Step 1) decision of the local civil rights coordinator may submit a signed statement of appeal to the superintendent within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3
If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

Section III
If the complaint is against the superintendent, it should be reported to:
Vice President of the Board of Education
Kearsley Community Schools
4396 Underhill Drive
Flint, MI 48506
PARENT INVOLVEMENT

Kearsley Community Schools agrees to implement the following statutory requirements:

• The district will put into operation programs, activities and procedures for the involvement of parents/guardians in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents/guardians of participating children.

• Consistent with section 1118, the district will work with its schools to ensure that the required school-level parental/guardian involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent/guardian contract consistent with section 1118(d) of the ESEA.

• The district will incorporate the district-wide parental/guardian involvement policy into its local education agency (LEA) plan developed under section 1112 of the ESEA.

• In carrying out the Title I, Part A parental/guardian involvement requirements, to the extent practicable, the district and its schools will provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents/guardians understand.

• If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents/guardians of participating children, the district will submit any parent/guardian comments with the plan when the district submits the plan to the State Department of Education.

• The district will involve the parents/guardians of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental/guardian involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

• The district will provide parents with tools needed to understand achievement standards and assessment of standards.

• The district will provide training for all staff in how to effectively communicate and work with parents as partners.

• An annual meeting will be convened, at a convenient time, to which all parents of children participating in the Title I program are invited.

• The district will provide other reasonable support for parental involvement activities as parents may request.

• The district will be governed by the following statutory definition of parental/guardian involvement, and expects that its schools will carry out programs, activities and procedures in accordance with this definition:

Parental/Guardian involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring –

a) that parents/guardians play an integral role in assisting their child’s learning;

b) that parents/guardians are encouraged to be actively involved in their child’s education at school;

c) that parents/guardians are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

d) the carrying out of other activities, such as those described in section 1118 of the ESEA.

The designated Title I schools within the Kearsley Community Schools (Armstrong, Fiedler, Dowdall, Weston) will follow the parent involvement policy guidelines in accordance with the No Child Left Behind Act of 2001, section 1118, including:

1. Assisting parents in understanding the state’s content standards and assessments and how to monitor their child’s progress.

   • Progress reports and report cards will be sent home.
   • Parent/Teacher conferences will be held two times each year.
- Teachers' school phone numbers and email addresses will be available to parents.
- Parents will be encouraged to attend parent involvement activities.

2. Providing materials and training to help parents work with their children.
- Parents will be encouraged to help plan parent training activities.
- Curriculum guides will be provided to parents.
- The district website will provide information about parent activities.

3. Training staff to build effective parent involvement.
- Principals and teachers will be encouraged to send home newsletters and calendars detailing expectations and activities.
- Parents will be invited to attend field trips and become involved in classroom learning activities.
- Teachers will contact parents to offer suggestions for improvement as well as to offer positive reinforcement of appropriate learning behavior.

4. Collaborating with other programs to coordinate parent involvement.
- Preschool, HeadStart and Great Start Readiness Program, Early On and SKIP children will be invited to participate in parent involvement activities when appropriate.

5. Providing information in a format and language that parents can understand.
- The district television program, KTV, will provide information to parents.
- The district website will provide information to parents.
- Interpreters will be provided for parents who request them.

6. Providing other reasonable support for parent involvement as parents may request.
7. Providing full opportunities for participation of parents with limited English proficiency or with disabilities and for parents of migratory children. Language Lines Translation Service and translators for parent meetings are available. The building is fully handicap accessible.

8. Evaluating the Parent Involvement Plan through annual surveys given to parents and teachers. Survey results will be shared at the annual Title I meeting to which parents and teachers will be invited to help plan the program for the following school year.

9. Kearsley Schools have school-parent compacts that were developed jointly by staff and parents. The compacts are distributed annually at parent conferences and are reviewed annually, with revisions made according to suggestions made by parents, students and staff.

Q. PESTICIDES

Kearsley Community Schools, in keeping with the State of Michigan Natural Resources and Environmental Protection Act 451 of 1994 and Regulation 637, has adapted a plan of action for controlling insects, rodents and various other pests in and around our facilities.

The district’s plan of action for controlling pests incorporates integrated pest management (IPM). IPM utilizes various means of pest control, including, but not limited to, habitat modification and sanitation, mechanical control, biological control and chemical control.

Use of chemicals to control or eliminate pests will be closely monitored and applied only as a last means of resort. Materials Safety Data Sheets (MSDS) for all pesticides used will be on file at all times at all Kearsley Community Schools, administrative offices and warehouses. Copies of MSDS sheets may be obtained from your local school.
If you wish to be notified before a scheduled pest treatment, please submit your request in writing to Eric Doyle, Director of Operations, Kearsley Community Schools, 4396 Underhill Drive, Flint, MI 48506. All requests shall include a parent or guardian's name, address, day and evening telephone numbers, e-mail address (if available), name of student(s) and school(s).

If you have any questions regarding this notice, please contact William Chapman at (810) 591-7623. There may be occasions where pesticides may be applied in an emergency situation without prior notification to parents or guardians. In this case, parents or guardians requesting notification will be notified immediately following the application.

R. RESPECT FOR DIFFERENCES

About 3,000 students attend the Kearsley Schools each year. As we grow in size, we are also becoming more diverse. This means that our schools include students from many different family backgrounds, races and economic situations. It is crucial that every student who attends Kearsley be treated with respect by fellow students and by adults. It is unfair and unacceptable in this school district to ignore or pick on other students simply because of the color of their skin, their physical size, the style of their dress, or the location of their homes. After all, each of us is unique and different from everyone else. In Kearsley, we respect individual differences in people; any form of disrespect will not be tolerated.

Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school.

Any student who believes he or she has been subjected to discrimination, insults, or intimidation shall report the incident(s) to the guidance counselors or to the building principal.

S. SOLICITATION

Solicitation of Students
Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school-sponsored activity.

Solicitation by Students
Solicitation by students within the schools or on school grounds for any cause is prohibited except as it relates to school-sponsored activities.

T. STUDENT WELLNESS POLICY

Kearsley Community Schools is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support achievement and hereby adopts this Student Wellness Policy.

Nutrition education
Every year, all students Pre-K through 12th grade, shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Nutrition standards
The district shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The district shall encourage students to make nutritious food choices.

The district shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The district shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

The superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

**Physical education and physical activity opportunities**

The district shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the Michigan Physical Education Content Standards and Benchmarks.

Every year all students, Pre-K through 12th grade, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

**Other school-based activities designed to promote student-wellness**

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

**Implementation and measurement**

The superintendent shall implement this policy and measure how well it is being managed and enforced. The superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, the Board of Education, school administrators and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The superintendent shall report to the Board, as requested, on the district’s programs and efforts to meet the purpose and intent of this policy.

**U. WEAPONS FREE SCHOOL ZONE**

Kearsley Community Schools are also designated as Weapon Free School Zones. The Board recognizes that school buildings, facilities, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Students found in possession of any dangerous weapon as defined by law (including but not limited to a firearm, airsoft gun, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) shall be subject to expulsion for a minimum of 180 school days (meaning in car or anywhere on school property). If the student is suspended by the Board of Education for the balance of the semester, he/she may not receive credit for that semester.

Students found in possession of other weapons or instruments used as weapons including, but not limited to, knives with blades of 3 inches or less, chains, BB guns, pellet guns, slingshots, pepper gas, mace, or other like chemical substances may also be subject to suspension or expulsion.
Paintball guns are classified as dangerous weapons. Possessing or discharging a paint gun on school property will result in suspension/expulsion from Kearsley Community Schools. Students who possess and/or use instruments that look like weapons (for example toy guns or knives) in a threatening way or disruptive way shall also be subject to suspension or expulsion.

State law requires the superintendent, or his designee, shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory for a minimum of 90-180 school days for such an offense involving a student in grades K-5. Students in grades 6-12 face a mandatory expulsion of a minimum of 180 school days.

ATTENDANCE

A. ATTENDANCE POLICY
The Kearsley Board of Education expects regular attendance by all students. Daily attendance records shall be maintained for each student in each school. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance which will carry over into adult life.

In addition, daily attendance of all who are enrolled in Michigan public schools is required in accordance with state law. Section 380.1561 of the revised Michigan School Code states “every parent, guardian or other person in this state, having control and charge of a child between the ages of six to the child’s sixteenth birthday, shall send that child to a public school during the entire school year.” The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. Students are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in an excessive patterned absence will be referred to the Genesee County Prosecutor’s Office.

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance are important traits of responsibility and self-discipline for students to develop. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance which will carry over into adult life. Daily attendance will result in greater student success and more efficient use of the teacher’s time. Our goal is to maximize student performance and achievement. School and home have a shared responsibility in assisting students to develop desirable habits of punctuality and attendance.

Parents are required to contact the school's attendance office to excuse their child's absence.
High School 591-5312
Middle School 591-9929, option 1
Fiedler Elementary 591-9925
Dowdell Elementary 591-8874
Weston Elementary 591-8483

Note: Parents can leave messages 24 hours a day.

B. TYPES OF ABSENCES
Excused Absences: An excused absence is one that is verified by the parent/guardian via a phone call to the school building’s attendance phone line. Parents are to call the attendance office on the day of an absence or by noon the following day to excuse the absence.
**Chronic Illness:** Students with a medically documented chronic illness may meet with his/her counselor, administrator or designee to discuss attendance requirements. Chronic illness is defined as an illness that is persistent or otherwise long lasting in its effects. Chronic illness details and form may be found on page A-7.

Medical documentation of the reason for absence may be requested after 10 days of absence per school year.

Excused absences will be granted for the following reasons:
- Personal illness
- Funerals
- Illness of family members at the principal’s or his/her designee’s discretion.
- Doctor and dental appointments that cannot be scheduled outside school hours.
- Required court appearance
- Religious holidays with notification from parent or guardian.
- Prearranged college visits
- Other circumstances may be excused at the principal’s discretion.

**Unexcused absences:** An unexcused absence is an absence not verified by the parent. This includes "skipping" when a student deliberately absents himself/herself from one or more classes without knowledge or permission of parent/guardian and/or school personnel.

**Tardy:** A student is considered tardy if he/she is not inside the classroom door when the bell rings.

**Prearranged absence for vacations:** Vacations will be excused when they are accounted for by prior contact between parent and building administrator. The student needs to ask for a "Prearranged Absence Form" in the building office when requesting homework for a prearranged vacation. There is also a form located in the Appendix of this Handbook.
- Arrangements for the absence must be made one (1) week prior to the starting date for the absence. The prearranged absence form must be returned to the attendance office prior to the absence.
- The student will be required to see each of their teachers to make arrangements for making up the class work missed.
- A vacation that is not prearranged will result in an unexcused absence or absences.
- Vacation requests will be denied the days of the school sponsored trips.
- It should be acknowledged that such absences beyond five (5) days would be difficult to make up and may severely compromise the student's academic progress. No more than ten (10) vacation days, (5) five days per semester, will be granted per school year.
- All missed assignments are due upon the student's return unless special arrangements have been made.

**School related absence (for KHS & AMS):** A school related absence is one that results from school related activities, such as field trips, athletic events, performances and special projects.

C. **ATTENDANCE POLICY**

**ELEMENTARY**

If a student has excessive absences, the following procedure will be followed:

Step 1: The teacher calls or conferences with the parent after 7 days absent.

Step 2: The teacher notifies the counselor and principal after 10 days absent. The principal and the counselor will decide on future procedures.

Step 3: The counselor or principal will make student and parent contacts. Intervention strategies will be initiated.
Step 4: The principal may require a meeting with the GISD attendance liaison officer.

Step 5: If attendance improves, the teacher monitors attendance and returns to Step 1.

Excessive tardiness and leaving early will be addressed.

MIDDLE SCHOOL

In order to help you track your child's attendance, AMS uses an automated notification system. You will receive a phone call each time your child is absent in the first hour. We also recommend that you monitor your child's attendance on ParentVue.

If a student has excessive absences, the following procedure will be followed:

Step 1: 7 absences - Upon the student's 7th absence, the first hour teacher will call or conference with the parent. A letter will also be mailed home.

Step 2: 10 absences - The teacher notifies the counselor after 10 absences. (Attendance Referral Form) A letter will also be mailed home. The counselor will make student and parent contacts.

Step 3: The counselor will initiate intervention strategies and communicate them to the student, parent, and the teachers.

Step 4: Further absences may result in a meeting with the GISD Attendance Liaison Officer and an administrator.

Step 5: If attendance does not improve, a truancy petition may be filed with the court.

HIGH SCHOOL

1. **Maximum number of high school absences allowed for credit**

   All absences, excused and unexcused, will count toward the limit. Students who miss more than 10 times during one semester in any class may be put on an attendance contract and may have credit withheld for that course. Students who have not earned credit in a class due to excessive absences must still attend school either in that class or according to alternative arrangements. Homebound absences, suspensions, and school-related absences do not count toward the maximum number of absences (10) allowed per semester. The principal may grant medical circumstances to students who are absent for three (3) or more consecutive days due to serious illnesses. A doctor's note (which includes the dates and reason for the absence) must be turned into the attendance office in order to be considered for a medical exception to the attendance policy.

2. **Parent Notification**

   The following procedure will be used to notify parents of classroom attendance concerns. It is based on a maximum of 10 absences per semester.

   a. If a student has any unexcused absences in a class, a letter will be sent to the parents when a student reaches three absences. There may be counselor contact for a parent and/or student conference. If all absences are excused at this step, no letter will be sent.

   b. When a student accumulates five absences there may be counselor contact to arrange for a parent and/or student conference. If a student has received a three-absence letter he/she will not receive a five-absence letter.
c. When a student accumulates seven absences, (excused or unexcused) a letter is sent in which a conference with parent, student, counselor or administrator is encouraged, and the ramifications of an attendance contract are explained.
d. When a student accumulates nine absences in a class, the parents will be contacted by the attendance office.
e. When a student reaches 11 absences in any class, the student will be placed on an attendance contract. Parents will be notified in writing. As the student reaches 11 absences in any subsequent classes, the attendance contract will be in effect for all classes in which the total absences reach 11 (excused and unexcused only). To clarify, once a student has been placed on an attendance contract, that contract pertains to every class in which the student reaches 11 absences.

**Ramifications of an attendance contract are as follows:**

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

The contract shall read in part: You have accumulated more than 10 total absences. According to the student handbook, if a student has accumulated more than 10 absences in a course per semester, that student will not receive academic credit in that course. The purpose of this contract is to inform you of your loss of credit and to inform you of the means to make up the lost credit. To earn credit back in this course, you must:

a) Show a marked improvement in tardies and attendance, with no additional unexcused absences.
b) Complete all work necessary in class and pass the course.
c) Write an appeal to the principal by the designated date to have credit reinstated.

At the end of the semester, if you have met the above requirements, you may request an appeal to reinstate credit. The appeal request must be in writing to the building principal no later than two weeks prior to the end of the semester. The appeal letter should include any extenuating circumstances that led to your absences and must explain why you feel you deserve credit in your classes although you are in clear violation of the attendance policy. If the appeal for credit reinstatement is denied, a score of 78 percent on the end of semester exam is the equivalent of earning a passing grade and constitutes a qualifying score to earn credit in the course. If your appeal is denied, the only way to earn credit in this class is by earning a 78 percent or better on the final exam. If a 78 percent or better is earned on the final exam, you will receive the grade earned in the course.

An ongoing attendance issue and/or behavior concerns in class will result in your being dropped from the class with a grade of "WF" as well as your assignment to PBS for the remainder of the semester.

3. **Drop from school**

   When a student has been dropped from four or more classes for any reason, the student will be dropped from school. A student must remain in at least one class at KHS to continue eligibility for credit at GCI (Skill Center).

**Alternative Education**

1. **Maximum Number of Absences Allowed for Credit**

   Students are allowed up to six (6) absences during each full trimester. For six-week classes, students are allowed up to three (3) absences to be able to earn credit for the course. If a student reaches the 7th and/or 8th absence, the time must be made up in Attendance Maintenance, generally held on Saturdays, in order to still earn
credit. A student reaching his/her 9th absence or who fails to attend the assigned Attendance Maintenance session for the 7th and 8th absence, will fail to earn credit in the course.

All absences, excused and unexcused, will count toward the limit. Homebound absences, suspensions, and school-related absences do not count toward the maximum number of absences (6) allowed per trimester. The principal may grant medical circumstances to students who are absent for three (3) or more consecutive days due to serious illnesses. A doctor’s note (which includes the dates and reason for the absence) must be turned in to the attendance office in order to be considered for a medical exception to the attendance policy.

2. Parent Notification
The following procedure will be used to notify parents of classroom attendance concerns.
   a. A letter will be sent to the parents when a student reaches his/her 3rd and 5th absence.
      An Attendance Maintenance Notification will be issued for a student’s 7th and 8th absence. There may be a counselor contact to develop an attendance plan.
   
   b. If a student fails to make up his/her 7th and/or 8th absence or reaches the 9th absence, the student will fail to earn credit for the course and an “NC” will be issued.

3. Withdrawal from school
When a student has been withdrawn from three or more classes for any reason, the student will be dropped from school. A student must remain in at least one class at DAE to continue eligibility for credit at GASC (Skill Center) and for Work Study.

D. MAKE-UP WORK

Excused absences:
Students with excused absences will be expected to make up all work missed. It is the responsibility of the student to ask the teacher for missed assignments on the day the student returns to school. For extended absences, parents may request homework assignments from the school office. Please give the school office 24 hours notice to prepare all makeup homework assignments for pick up. Generally speaking students will have the number of days absent plus one day to complete the makeup work. It must be noted, however, that even excused absences may result in a grade reduction, depending upon particular course requirements.

Unexcused absences/skipping:
Students who have unexcused absences may not be allowed to make up work for credit unless it is of major importance such as a chapter/unit test or a major project. The student may face further disciplinary action.

Attendance for extra-curricular activities:
A student must be in school one-half of the school day in order to participate in a practice or performance on that day. The event coordinator must approve any exception to this rule.

E. TARDY POLICY
Students need to be taught that being punctual is of value not only in school, but in the world of work as well. Business owners have repeatedly told us how much they value people reporting to work on time. We urge students to “be a little early” for class instead of just “on time.” Due to unforeseen weather circumstances, students who arrive tardy on a late bus will be excused.
Elementary
A student will be considered tardy if he/she arrives to the classroom after the beginning of the school day. Excessive tardiness and leaving early will be addressed.

Middle School
The AMS staff believes it's vital to success in school and in the future for jobs, for students to be present and on time for classes. For this reason, tardies are tracked carefully and on a school-wide basis for each individual student. This means tardies are tracked for each student per day. Students will be inserviced about the importance of being on time and about the entire tardy policy to ensure understanding.

Tardy recordkeeping will be done by semester.
**Tardies #1-6 in a semester:** Teachers will inform the student he/she is tardy and may engage in a conversation about the reason for the tardy if time permits.

**Tardy #7 in a semester:** The student will complete an AMS Tardy Improvement Plan, which includes the reason for the tardies and a plan of action to improve or prevent additional tardies. This plan will be mailed home to parents.

**Tardy #8 in a semester:** The student will serve a lunch detention in the PBS (Positive Behavior Support) Room.

**Tardy #9 in a semester:** The student will serve a lunch detention and stay after school for 30 minutes.

**Tardy #10 in a semester:** The student will stay after school on a Friday afternoon from 2:30 - 4 p.m. in the office.

**Note:** The tracking of tardies starts over at the beginning of second semester, with the exception of students who have 10 or more tardies for first semester. These students will be put on an individual tardy improvement plan by an administrator.

High School and Alternative Education
Students are expected to be on time for class. To be considered "on time," students must be in the classroom when the bell rings. Students who are more than 10 minutes late to class will be considered absent and should be so informed. A teacher, administrator or secretary may give excused passes to students who were detained by them. If a student arrives to class without a pass, he/she should be considered unexcused.

For KHS students, tardiness to class will result in the following action each nine weeks:

**1st & 2nd tardies:** Warning by teacher

**3rd tardy:** A letter will be sent home to parents from the office.

**4th tardy:** The parent will be contacted by the teacher and the student will be assigned a detention. Tardy detention is scheduled Monday through Friday from 2:45 - 3:15pm.

**5th tardy:** The student will be assigned to the Positive Behavior Support Room for one day.

**6th tardy:** The student will be assigned to the Positive Behavior Support Room for two days.

**7 or more tardies:** The student will be assigned to the Positive Behavior Support Room for three days.

**Note:** If detention is not served for the fourth tardy within the five (5) day time limit [only exception might be a student who has several detentions to do for different teachers] the student is referred to an administrator for
insubordination and the student may be suspended from school for one day. The student then continues on whatever the next level is in the tardy sequence.

F. CHECK-IN and CHECK-OUT PROCEDURES

Check-In Procedures
All elementary and middle school students who arrive at any time after school has begun, must report to the school office upon entering the building. Elementary students must be signed in and out by an adult. High school students must report to the attendance office. Alternative Education students must check in and out at the main office.

Check-out procedures
Doctor appointments if at all possible should be scheduled after school hours. If students must leave during the school day due to illness or appointments, students must:

1. Have parent permission by phone call at high school level or note at all other levels.
2. Check out in the school office when they leave. An authorized adult must check out elementary students in the school office. High school students pick up dismissal pass in the attendance office. After checking out in the office, high school students will meet parent(s) outside.
3. Students who return to school during the school day must check in at the school office to assure accurate attendance records.

G. ABSENCES AND ATTENDANCE AT AFTER SCHOOL EVENTS
A student must be in school one half of the school day in order to participate in a practice or performance on that day. The event coordinator must approve any exceptions to this rule.

H. HOMEBOUND
The state school aid act requires school districts to provide homebound and hospitalized service to pupils who are unable to attend school for more than five school days because of a medical condition. Homebound and hospitalized service is a self-study program designed to help pupils, who are unable to attend school due to a medical condition, to keep up with their studies and to progress as far as possible given their medical condition. The homebound and hospitalized teacher carries the curriculum from school to the home or treatment facility to enable pupils to continue with their studies. It is important to note that these services are designed to help the classroom teacher(s) communicate with the pupil while away from school. If you feel your child should be considered for homebound and hospitalized services, please contact the Student Services office at (810) 591-7614.

ACADEMIC REQUIREMENTS

Standards Referenced Grading (SRG)

The Kearsley Community School District believes all students can learn and grow. In order to ensure a consistent system for assessing students' academic growth, achievement, performance, progress and learning, the district has implemented a Standards Referenced Grading (SRG) system.
SRG is a system of assessment aligned to the grade level or course content expectations of the Michigan Merit Curriculum and/or the Common Core state standards. Standards referenced grading assesses students on their knowledge, understanding and application of the curriculum.

Students in grades kindergarten through sixth are assessed on a four point rubric.

3   Student meets grade level expectations at this time
2   Student is approaching grade level expectations at this time
1   Student is significantly below grade level at this time
4   Student consistently exceeds grade level expectations at this time

Students in grades seventh through twelfth will receive letter grades only. The district grading scale for letter grades is shown below.

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B Code

B ready
B respectful
B responsible

Strong self-esteem and a positive attitude are vital to a successful educational experience. To promote this, the staff at Kearsley Schools believes learning and practicing good behavior is an important part of a student’s education and maturity. We expect students to leave our schools with the social skills and manners necessary for success in personal relationships and the workforce.

With this goal in mind, we have included the B Code as a guideline for ensuring that students and staff treat each other with respect and courtesy. Everyone will be encouraged to follow these guidelines in classes, in the halls and at all school events.

3   Meets expectations on most days
2   Meets expectations on some days, does not meet expectations on some days
1   Does not meet expectations on most days
4   Exceeds expectations on nearly all days

Elementary (Grades K-5)

A. Curriculum/Instruction
All students receive instruction in the core academic areas of reading, writing, math, science and social studies. Along with the core academic areas, students may also receive instruction in computers, vocal music and physical education.

B. Grade Reporting
Report cards are completed at the end of each nine week marking period. Formal parent/teacher conferences occur in the fall. Informal parent/teacher conferences occur in the spring. Parents may call and set up a conference at other times agreeable with the teacher.
Middle School (Grades 6-8)

A. Curriculum/Instruction
Report Cards from the first marking period are distributed to parents at Parent Teacher Conferences and any remaining cards are later distributed to the students. Report Cards are distributed to the students at the end of marking periods 2 & 3 and are mailed home at the end of the school year. This information is also available on Parent Web except during the time period when grades are being calculated and sent to the system which is about 1-1/2 weeks surrounding the end of each marking period.

B. Grade Reporting

Progress Reports
In the middle of each marking period, students will receive progress reports from each of their teachers. All D/E progress reports will also be mailed home. Parents will be informed of the progress report dates via an automated phone call and an email blast.

Report Cards
Report cards are mailed home at the end of each nine-week marking period.

C. Middle School Student's Attempting to Earn High School Credit
In order for students at Armstrong Middle School to earn high school credit for Algebra 1, or Foreign Language the student must:
- Be enrolled and successfully complete the course with a grade of C or better; and/or
- Earn at least 78 percent on the end of course assessment (semester and final exam)

Note: For students receiving high school credit for middle school classes, only the credit will transfer and appear on the student's official high school transcript. The letter grade for the course will not transfer and will not be counted towards the student's high school grade point average (GPA).

High school (Grades 9-12)

A. Curriculum/Instruction

1. Credit requirements for advancement by grade
   Advancement at the high school is done by credits earned. In the fall of each school year, credit checks will be done on all grades to make sure each student is eligible to advance to the next grade level. The criteria for advancement is as follows:

   9th to 10th: 4 credits earned
   10th to 11th: 10 credits earned
   11th to 12th: 16 credits earned

   Note: KHS students who do not meet graduation requirements within the course of four years must petition the principal to be allowed to return to complete requirements. Students who have not demonstrated significant advancement and did not pass all classes during their fourth year may not be eligible for this consideration. These students will not be allowed to participate in graduation activities.

2. Graduation Requirements
A. Testing
Students MUST take the state approved assessment in the spring of their junior year in order to graduate from Kearsley High School.

B. Credit requirements for graduation
All students must earn 22 credits to graduate. All students are required to schedule a minimum of six (6) classes per day at KHS or five (5) classes at DAE. Successful completion of these courses will fulfill graduation requirements.

All students will be required to meet the standards of the state approved assessment listed on the next page.

3. Transfer credits
Transfer credits are only accepted from an accredited school or special permission from the principal. Consideration will only be given for classes taught by certified teachers following accepted curriculum guidelines. Students transferring from schools that offer more than six credits per year, will be allowed to transfer a maximum of six credits unless additional classes were taken on an extended day schedule. Students transferring to KHS with a deficiency in credits, attendance problems or behavioral problems will be placed into the Challenge Program as described under section F: Student Assistance for Academics.

4. Testing out of classes
Students may test out of classes. Students must take an exam in the course they wish to be exempted from and receive a score of 78 percent (C+) or better. These exams are given twice during the school year (in the fall prior to the start of school, and in January, prior to the start of second semester). Checking out of the test materials constitutes the student’s opportunity to test out of the class.

PLEASE NOTE: Students can check out a text book three weeks prior to the testing date to use for study.

- Students may NOT test out of a course in which they are currently enrolled.
- Students who successfully test out of a course will receive credit for the course. They will not receive a letter grade for the course and it will not affect their GPA.
- Students: athletes – the NCAA will not accept credit earned by testing out as credit for a core required course.

5. Early graduation
Graduation normally requires eight (8) semesters. If students wish to graduate early, they must meet with the high school principal and their counselor in advance for instructions.

6. Schedule changes
All students must carry a full schedule of six (6) classes. Classes may not be dropped or added after the first two weeks of the first semester or after the first week of the second semester. GenNET or online classes may not be dropped any time after the official enrollment. Late drops and adds may only occur when the student:
1. has a partial schedule
2. is academically misplaced (i.e. received a D/E in the prerequisite or didn’t take the prerequisite)
   Note: Students may not drop the second semester of a year-long class unless academically misplaced.
3. is missing a required class for graduation
4. already has credit for a class on his schedule
Any deviations from these guidelines will be made only with the approval of the principal or his/her
designee. Any class dropped after the drop/add period will result in a withdrawal fail (WF).

7. **Personal Curriculum**
   Pursuant to Public Act 141, modifications to the Michigan Merit Standard may be made through a
personal curriculum. A high school diploma may be awarded to a pupil who successfully completes his or
her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard.

B. **Post-Secondary/Dual Enrollment**
   (See HS Scheduling Handbook)

C. **Community Service**
   **Service honor cords**
   The service learning program at Kearsley High School encourages and rewards students who are making
significant contributions to their community by conferring service honor cords. This is a voluntary program that
recognizes students for contributing time and energy for the betterment of their community by participating in
activities that provide services for those who could not otherwise provide these services for themselves.
Following are the guidelines for this program:
• 100 hours are needed to receive service honor cords at graduation.
• Service hours must be turned in to the Career Center within 30 calendar days of the date you
  participated in the service project.
• Additional forms are available in the Career Center.
• Hours can be collected any time from freshman year through the senior year.
• **Seniors:** All hours must be turned in by May 1 in order to receive your cords.
Student Code of Conduct

I. Disciplinary Step System
II. Disciplinary Procedures
III. Short Term Suspension Appeal Procedures
IV. Long Term Suspension / Expulsion Procedures
V. Appendix A – Miscellaneous Provisions

Introduction

In accordance with the State of Michigan laws, the Board of Education of Kearsley Community Schools has the authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of students while in attendance at school or enroute to and from school.

A primary objective in developing this student code of conduct is to assist all students to develop into responsible individuals and good citizens. The goal of student discipline and management is to create an educational climate in which complete attention can be devoted to the teaching-learning process. Appropriate behavior and discipline in the schools is imperative for providing an atmosphere favorable for learning. The discipline and management of students must be treated as an individual matter. The most effective approach to discipline is preventative in nature. Consequently, parents, teachers and students must work cooperatively to direct students toward positive attitudes and behavior in school.

Kearsley Community Schools have implemented Positive Behavior Support. Students are taught specific behavior expectations in each building. The ultimate objective is to establish a school environment that enhances student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior. An important aspect of the growth process is to gain a respect and appreciation for the established rules, regulations and consequences. Violations of these rules and regulations that are harmful to the educational process cannot be condoned or tolerated. While it is necessary to establish and enforce reasonable regulations in the school setting, students will be provided due process in accordance with state and federal laws. By implementing a policy of consistent enforcement of rules, it is hoped that disciplinary issues will be at a minimum and the focus will be on education and learning.

Kearsley Community Schools utilizes Restorative Practices. Restorative Practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. 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 commitment 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 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.

I. Disciplinary Step System

A. The disciplinary steps listed below shall be followed in the administration of disciplinary action.

The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.
2. Provide consistency in the administration of disciplinary action - i.e., a fair program in that all students charged with the same level of misconduct will receive the same disciplinary action.
3. Provide for clearly stated, advance knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
4. Provide a program that is progressive (moderate to most severe action).

B. The steps shall be administered under the following conditions:
1. Generally, interventions shall be taken prior to administrative disciplinary action. However, in cases of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
2. Once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each occurrence of misconduct. Movement on the steps will be proportionate to the severity of the misconduct.
3. In recognition of good behavior, students’ placement on the step system may be reduced one step when their behavior results in no administrative action, in accordance with the following schedule: The student’s placement on the step system shall be reduced one step for each consecutive thirty (30) school days at the high school level, twenty (20) at the middle school, and fifteen (15) school days at the elementary level without misconduct requiring disciplinary action as described in this policy.
4. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.

C. Legal basis for school discipline
2. Various court rulings which further define the role of the Board, administration and staff of schools.
3. Appendix A attached identifies additional areas of legal authority.

D. Minor behavior infractions
In conjunction with the Disciplinary Step System, teachers provide proactive strategies and interventions to modify minor discipline infractions in the classroom.

Failure to follow approved school and classroom rules which are consistent with Board policies and administrative procedures. These minor behavioral infractions may include:
- Defiance
- Disrespect
- Disruption
- Dress Code
- Inappropriate language
- Physical contact
- Property misuse
- Tardy
- Electronic devices
- Cheating / copying

After a minimum of three (3) but not more than five (5) infractions for which interventions have been taken and recorded (one of which will be a parent contact), a student will be placed onto the step system.
Please note that significant or blatant infractions of these minor behavioral infractions may result in a discipline referral for a major behavioral infraction.
E. Disciplinary Steps

Step 1: Administrative conference with the student to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the second step.

Step 2: Student / parent / teacher or administrative conference (can be done by phone)

Step 3: One-day (short-term) suspension

Step 4: Two-day (short-term) suspension

Step 5: Three-day (short-term) suspension

Step 6: Five-day (short-term) suspension

Step 7: Seven-day (short-term) suspension

Step 8: Ten-day (short-term) suspension

Step 9: Recommendation for long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson or criminal sexual conduct.

Step 10: Mandatory expulsion for possession of dangerous weapon, arson or criminal sexual misconduct, physical assault on a school employee/volunteer/contractor (for students in grade six or above).

PLEASE NOTE: For steps three through five, the building administrator may invoke the option of having the student serve suspension days through the in-school suspension / time out room if it is available in the building. Days are school days, not calendar days.

F. Major Behavior Infractions

Acts of student misconduct for which suspension and/or expulsion may be appropriate disciplinary action

The Board of Education hereby establishes the following categories of misconduct, which may result in suspension or expulsion from the Kearsley Community School District. These categories are generally descriptive of the most obvious types of misconduct and are not considered as all inclusive, or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system, or the proper functioning of the educational process.

<table>
<thead>
<tr>
<th>Major behavioral infractions</th>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DRESS Failure to follow approved school attire based on the dress code identified in the student handbook.</td>
<td>Steps 1-3</td>
<td>Steps 2-4</td>
</tr>
<tr>
<td>2 CHEATING Students are prohibited from copying or allowing others to copy schoolwork.</td>
<td>Steps 1-3</td>
<td>Steps 2-8</td>
</tr>
<tr>
<td>3 FORGERY / PLAGIARISM Fraudulent use of name, work, or other data of another person or the falsifying of information.</td>
<td>Steps 1-3</td>
<td>Steps 2-8</td>
</tr>
<tr>
<td>4 DEFIANCE / INSUBORDINATION Open, persistent defiance of authority and/or disregard of verbal instruction of school personnel.</td>
<td>Steps 1-8</td>
<td>Steps 2-8</td>
</tr>
<tr>
<td>5 DISRESPECT Socially rude or disrespectful messages to adults or students.</td>
<td>Steps 1-6</td>
<td>Steps 2-8</td>
</tr>
<tr>
<td></td>
<td>DISRUPTION</td>
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<tr>
<td>Behavior causing an interruption to the learning environment. Includes sustained loud talk, yelling or screaming, horseplay or roughhousing and sustained out-of-seat behavior, etc. May involve acts of inciting or prompting others to cause a disruption.</td>
<td>Steps 1-5</td>
<td>Steps 2-6</td>
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<tr>
<th></th>
<th>INAPPROPRIATE LANGUAGE</th>
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<tbody>
<tr>
<td>Verbal messages that include swearing, name calling or use of words in an inappropriate way.</td>
<td>Steps 1-4</td>
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<thead>
<tr>
<th></th>
<th>OFFENSIVE DISPLAY</th>
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<tbody>
<tr>
<td>Display, possession, distribution of drawings, graphics, video or printed material which tend to disrupt the orderly conduct of the educational process including but not limited to: Displays that glamorize behavior which is obscene, violent or illegal for students (guns, alcohol, drug use, images from electronic source or texting).</td>
<td>Steps 1-4</td>
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<thead>
<tr>
<th></th>
<th>INAPPROPRIATE SEXUAL BEHAVIOR</th>
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<tbody>
<tr>
<td>Verbal or non-verbal sexual innuendo, obscene gestures, leering, unwanted sexual advances or contact. Examples include: sexual remarks or suggestions, unsolicited and unwelcome flirtations, touching another person's clothing or person, display of sexually suggestive objects or pictures, etc.)</td>
<td>Steps 1-4</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>PHYSICAL VIOLENCE WITHOUT INJURY</th>
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</thead>
<tbody>
<tr>
<td>Acts of physical aggression that does not result in injury. If one student initiates physical aggression and the other student does not respond with physical contact, the second student does not need to be placed on the step system.</td>
<td>Steps 1-9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>PHYSICAL VIOLENCE WITH INJURY</th>
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</thead>
<tbody>
<tr>
<td>Incidents with injury include those in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Law enforcement authorities may be notified in cases of this misconduct.</td>
<td>Steps 3-9</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>FIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student mutually participates in an incident involving physical violence.</td>
<td>Steps 3-8</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>VERBAL OR NONVERBAL THREAT</th>
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</thead>
<tbody>
<tr>
<td>Verbal or non-verbal threatening behaviors directed toward any student or adult.</td>
<td>Steps 2-6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>HARASSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.</td>
<td>Steps 1-9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>BULLYING</th>
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</thead>
<tbody>
<tr>
<td>Bullying is unwanted, aggressive behavior that involves a power imbalance. Bullying can take the form of any written, verbal or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students whether directly or indirectly by doing any of the following: 1. Substantially interfering with educational opportunities, benefits or programs of one or more students;</td>
<td>Steps 2-9</td>
</tr>
</tbody>
</table>
2. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health;
4. Causing substantial disruption in, or substantial interference with, the orderly operation of school.

<table>
<thead>
<tr>
<th>Major behavioral infractions</th>
<th>Elementary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 BULLYING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullying is unwanted, aggressive behavior that involves a power imbalance. Bullying can take the form of any written, verbal or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students whether directly or indirectly by doing any of the following: 1. Substantially interfering with educational opportunities, benefits or programs of one or more students; 2. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress; 3. Having an actual and substantial detrimental effect on a student's physical or mental health; 4. Causing substantial disruption in, or substantial interference with, the orderly operation of school.</td>
<td>Step 3-9</td>
<td>Step 3-9</td>
</tr>
<tr>
<td>16 OUT-OF-BOUNDS</td>
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<tr>
<td>Student in an unauthorized area in a school or not adhering to their behavior plan.</td>
<td>Step 2-5</td>
<td>Step 2-6</td>
</tr>
<tr>
<td>17 GANG RELATED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student uses symbols, gesture, dress, speech, or other gang related behaviors to display affiliation with a gang.</td>
<td>Step 1-4</td>
<td>Step 2-9</td>
</tr>
<tr>
<td>18 SKIPPING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is in an unauthorized area, lingering aimlessly in or about school or leaving school grounds without authorization.</td>
<td>Step 1-4</td>
<td>Step 2-9</td>
</tr>
<tr>
<td>19 TARDY</td>
<td></td>
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</tr>
<tr>
<td>Student is repeatedly late to class or the start of the school day. See specific Student Handbook for grade level expectations on tardy behaviors.</td>
<td>Step 1-2</td>
<td>Step 2-3</td>
</tr>
<tr>
<td>20 TECHNOLOGY VIOLATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice, video, computers or use of the internet. In addition, students must adhere to the Kearsley Community Schools Acceptable Use Policy for Technology Resources (see appendix). Restitution, repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course may be required. Students may not engage in inappropriate use of cell phones, electronic devices or computers which may be disruptive to the educational process. See specific</td>
<td>Step 2-9</td>
<td>Step 2-9</td>
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<td></td>
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<td>Step 1-3</td>
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<tr>
<td>21</td>
<td>TOBACCO</td>
<td>Possession or use of smoking or smokeless tobacco while on school property, in school owned vehicles, or at school events. This includes electronic cigarettes.</td>
</tr>
<tr>
<td>22</td>
<td>ALCOHOL</td>
<td>Consumption, possession or under the influence of alcoholic beverages on school property, school owned vehicles or at school events.</td>
</tr>
<tr>
<td>23</td>
<td>DRUG PARAPHERNALIA</td>
<td>Possession or use of any drug paraphernalia including items such as pipes, rolling papers, blunts, scales, etc. Law enforcement authorities may be notified in cases of misconduct.</td>
</tr>
<tr>
<td>24</td>
<td>DRUG POSSESSION or USE</td>
<td>Consumption, possession or under the influence of controlled substances, alleged drug, inhalants, prescription drugs or over-the-counter drugs on school property, school owned vehicles or at school events. Law enforcement authorities may be notified in cases of misconduct.</td>
</tr>
<tr>
<td>25</td>
<td>DRUG DELIVERY or RECEIPT</td>
<td>The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances, prescription medications over-the-counter drugs on school property, school owned vehicles or at school events. Law enforcement authorities may be notified in cases of misconduct.</td>
</tr>
<tr>
<td>26</td>
<td>COMBUSTIBLES</td>
<td>Student in possession of substances / objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).</td>
</tr>
<tr>
<td>27</td>
<td>FIRE ALARM</td>
<td>Tampering with a fire alarm box, system or firefighting equipment. This includes setting off a false fire alarm.</td>
</tr>
<tr>
<td>28</td>
<td>BOMB THREAT</td>
<td>Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building, school property or to harm students or staff. Law enforcement authorities may be notified in cases of misconduct.</td>
</tr>
<tr>
<td>29</td>
<td>PROPERTY DAMAGE</td>
<td>Student causes damage to the school or personal property through carelessness or inappropriate behavior. Restitution, repair or replacement of damaged property may be required.</td>
</tr>
<tr>
<td></td>
<td>VANDALISM</td>
<td>Step 3-9</td>
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<tr>
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<td>-----------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>30</td>
<td>Student causes damage to the school or personal property through intentional vandalism and defacing. Restitution, repair or replacement of damaged property may be required. Law enforcement authorities may be notified in cases of this misconduct.</td>
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<td></td>
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<tr>
<td>31</td>
<td>THEFT</td>
<td>Step 1-9</td>
</tr>
<tr>
<td></td>
<td>Any theft of money, person or public property and/or theft involving unlawful entry including lockers, desks, etc. Law enforcement authorities may be notified in cases of this misconduct.</td>
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<tr>
<td>32</td>
<td>ROBBERY or EXTORTION</td>
<td>Step 3-9</td>
</tr>
<tr>
<td></td>
<td>Unarmed Robbery: The taking of property from a person by force or threat.</td>
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<tr>
<td></td>
<td>Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.</td>
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<td></td>
<td>Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.</td>
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<tr>
<td>33</td>
<td>INAPPROPRIATE DISPLAY of AFFECTION</td>
<td>Step 1-4</td>
</tr>
<tr>
<td></td>
<td>Student engages in inappropriate but consensual verbal and/or physical gestures / contact, of a sexual nature with another student.</td>
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</tr>
<tr>
<td></td>
<td>Major behavioral infractions</td>
<td>Elementary</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>WEAPONS</td>
<td>Step 2-9</td>
</tr>
<tr>
<td></td>
<td>Possession or use of weapons not defined under section H-1 of this code (below), in a school building, on school premises or in a school owned vehicle. The term weapon shall mean any object or device which could inflict bodily harm, and weapon shall also include a facsimile of objects or instruments which are weapons. The term weapon shall additionally include an object which is not in itself a weapon as defined above, but coupled with an intent by a student to inflict injury or harm upon another person.</td>
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<tr>
<td>35</td>
<td>OTHER BEHAVIORS</td>
<td>Step 1-5</td>
</tr>
<tr>
<td></td>
<td>Infraction of school rules not covered by the above categories, particularly those infractions on or off campus which, because of their nature, pose a serious health / safety threat to students and staff.</td>
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</tbody>
</table>

G. Mandatory Expulsion

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:
• The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
• The student did not knowingly possess the weapon;
• The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
• The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

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

H. Possible Expulsion

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

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:
• Student’s age;
• Student’s disciplinary history;
• Whether the student has a disability;
• Seriousness of the behavior;
• Whether the behavior posed a safety risk;
• Whether restorative practices are a better option; and
• Whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:
• The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
• The student did not knowingly possess the weapon;
• The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
• The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Applicable definitions for dangerous weapon offense

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

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

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 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) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. “Firearm” does not include an antique firearm.
“Destructive device” means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

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

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

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

2. Arson
If a student is convicted of, or pleads guilty to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- Student’s age;
- Student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additional Procedures for Arson Expulsion
The Board directs the superintendent to ensure that if a student is expelled for committing arson, the student’s permanent record reflects the expulsion. The Board directs the superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student’s parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within three calendar days of the expulsion.
Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

3.  **Criminal Sexual Conduct**

   If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:
   - Student's age;
   - Student's disciplinary history;
   - Whether the student has a disability;
   - The seriousness of the behavior;
   - Whether the behavior posed a safety risk;
   - Whether restorative practices are a better option; and
   - Whether lesser interventions would address the behavior.

   **Additional procedures for criminal sexual conduct expulsion**

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

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

4.  **Physical assault against employee, volunteer, or contractor**

   If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:
   - Student's age;
   - Student's disciplinary history;
   - Whether the student has a disability;
   - The seriousness of the behavior;
   - Whether the behavior posed a safety risk;
   - Whether restorative practices are a better option; and
   - Whether lesser interventions would address the behavior.

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

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

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

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

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

- Student's age;
- Student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

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

**Additional Procedures for Physical Assault Against Another Student**

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

6. **Bomb threat or similar threat**

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

- Student's age;
- Student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

**Additional Procedures for Bomb Threat or Similar Threat**

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

II. **DISCIPLINARY PROCEDURES**

A. Types of Administrative Disciplinary Actions:

1. Loss of activity privileges
   a. Building administrators may suspend students from participating in or being present at extracurricular activities.
   b. Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules.
which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.

c. Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.

d. Students under suspension shall not participate in or be present at school functions.

e. Nothing in this policy is intended to limit a teacher, coach or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity, not later than the beginning of the next school day.

2. Closed class or removal from class with loss of credit.
   a. Definition
      1. A closed class is the denial of the right to attend a class or classes on a temporary basis during a time when a matter of immediate concern is being resolved.
      2. Classes may be closed by a school administrator, for a period not to exceed five (5) days, without a parent/student/administrator conference. Permanent closing of a class(es) may result if all established school procedures fail to modify student behavior.

   b. Procedures
      1. A closed class may be imposed only after following the procedure applicable to short term suspension.

      2. The student will be notified by the proper administrator that a class or classes are closed, the reasons therefore, and what must be done prior to his or her re-entry to the class.

      3. Parents of students having classes closed for a period in excess of one day will be notified by mail.

      4. A parent/student/administrator conference shall be held prior to permanent class closure. The administrator may remove a student from the course if the nature of the offense leaves the student unable to faithfully complete the requirements of the course (Ex: loss of computer privileges in computer class, or theft from the school store, co-op site or other school-related activity, etc.).

3. Social Probation
   a. Definition
      At times, students become habitual discipline problems involving persistent disobedience and class disruption. When efforts to effect a change in behavior, including parent contact, have been tried and the student's behavior continues to disrupt the educational progress of others, it may be necessary to place the student on social probation. During the period of
social probation, the student will be given assignments but will be restricted from the school building or school activities during the period of social probation.

b. Procedures

1. The student will be made aware of the Social Probation procedures, the reason for being considered for probation, and the steps necessary for removal from probation and re-entry into the regular school program.

2. A student may be placed on social probation only after following the procedure applicable to short term suspension.

3. Written notice outlining the specific violations and the conditions of social probation will be forwarded to the student, parent, or guardian by mail prior to the actual placement. A committee made up of two of the students’ teachers, the counselor, and a school administrator shall be appointed by the principal, or designee, to serve as a Social Probation Committee. The purpose of this committee is to monitor the progress of the student and to make recommendations as to future status. If the academic program is recommended, the student will follow a program similar to the following:

a. The student will be given one week’s assignments, books, and supplies necessary to carry out the assignments and sent home for one week.

b. At the end of one week, an appointment will be made, at which time the student will bring in the finished work, meet with the teachers to be advised of necessary work, and be given the next week’s assignments. The student will, in addition, be seen by the counselor, then be returned home for one more week.

c. At the end of the second week, the student will return all completed work, along with a written explanation of why he or she should be allowed back into a regular program. The entire committee will meet to evaluate the work and to determine whether the student should return to school.

d. The student may be returned to a regular class schedule for an additional two week probationary period or be required to return home for an additional two week period.

e. If the student is returned to school for the probationary period, the committee shall meet at the end of the two weeks to evaluate the student's progress. The probation may be lifted or continued. In all cases where the probation is continued, or the student is returned home for an additional period, the parent and student shall be made aware of the rationale for such action. In cases where the committee feels it necessary, the process may be reinitiated.
4. Students will be given full credit for work completed and for credits earned during this period.

5. It may be necessary under certain circumstances to recommend additional support agencies to assist in effecting a desirable change during the period of "Social Probation."

6. A written record of all aspects of the case will be documented and will reflect all steps taken by the school.

4. Short term suspension
   a. Definition
      A short-term suspension is the denial of a student's right to attend school. A short-term suspension may be one, two, three, five, seven or 10 school days. For suspensions ranging from one to three days, the in-school suspension program may be utilized as an alternative to an out-of-school suspension.

      Students serving in-school suspension report directly to the suspension room and spend the entire day working independently on schoolwork. Students are responsible for bringing their schoolwork for the day and will receive credit for assigned work completed while in this program. Students are expected to remain on task and be productive. (At the high school level, students serving in-school suspension will receive ⅓ credit for daily work completed and full credit for tests, quizzes and exams.)

      Students serving suspensions may not participate in or attend after school or extra curricular activities on the day or days of suspension.

   b. Authority
      A principal or designee (hereafter "building administrator") has the authority to impose a short-term suspension based upon misconduct.

   c. Procedure
      1. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he or she is charged and the evidence supporting the charge and is given an opportunity to present his or her version of the alleged incident(s).

      2. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charge.

      3. Upon the conclusion of an informal hearing, if the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student's records.

      4. Upon the conclusion of an informal hearing, if the building administrator determines that the student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.

      5. Parents will be notified as soon as possible by telephone or letter of the student's suspension and the reasons for the suspension.
6. During an out of school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
   a. It shall be the responsibility of the student and/or the parents to initiate the request for schoolwork.
   b. The student or parent shall have the responsibility for obtaining the assignments in a manner prescribed by the school.
   c. Work assigned is due upon the student's return to school.
7. Major projects, quizzes, tests and exams, as defined in the high school attendance policy under the category of make-up work, will be accepted for full credit.
   a. At the high school level, during suspensions up to 20 days, assignments may be completed for one half credit.
   b. At the elementary and middle school level, students suspended up to 20 days may complete assignments for full credit.

III. SHORT TERM SUSPENSION APPEAL PROCEDURES
A. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.*
B. A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one week. If a review does not occur within a week, the disciplinary action will go into effect.
C. During the appeals process, said student shall remain in class unless the offense is deemed a threat to others or so extremely disruptive that the student's presence interferes with the rights of others. Students who have appealed a suspension may not attend or participate in after school activities, clubs, sports, etc. while the appeal is pending.
D. The building principal is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the designated central office administrator, whose decision shall be final.

IV. LONG TERM SUSPENSION OR EXPULSION PROCEDURES
A. Definition
   1. A long-term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school functions for a period in excess of ten (10) school days. The superintendent/central office designee shall have the authority to suspend a student for up to twenty (20) school days. Any suspension beyond twenty (20) school days shall be approved by the Board of Education.
   2. Expulsion is the total and permanent exclusion of a student from the Kearsley Community School District.
B. Authority
   1. The superintendent/central office designee has the authority to impose a long-term suspension up to twenty (20) school days based upon misconduct.
   2. The Board of Education has the authority to long-term suspend or expel based upon misconduct.
C. Procedure
1. A long-term suspension or expulsion may be recommended to the superintendent/central office designee by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and his or her parents or guardians of a meeting involving the administrator and the student in which the student shall be advised of the misconduct with which he or she is charged and the evidence supporting the charges and is given the opportunity to present his or her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend or otherwise provide information which will tend to assist in the resolution of the charges.
2. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of the meeting, when requested, if the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the appropriate academic records of the student.
3. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a parent meeting, when requested, if the building administrator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the building administrator shall recommend in writing to the superintendent or designee that the student be so disciplined, identifying the basis(es) upon which the building administrator's recommendation is founded.

The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.
4. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the superintendent or designee shall review such recommendation and shall determine, based upon the information before the superintendent, whether to forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion or to retain the matter for a parent meeting to determine the appropriateness of a long-term suspension or to take such lesser action as is appropriate.
5. If the superintendent or designee determines that it is appropriate to pursue either a long-term suspension (beyond twenty [20] days) or expulsion, then the superintendent or designee shall schedule a hearing before the Board of Education.
6. Prior to the hearing before the Board of Education, the superintendent shall notify the student and his or her parents or guardians of their opportunity for a hearing on the charges in closed or open session, at their election, and the date the hearing has been scheduled.
7. RE-ADMISSION: Following expulsion, the student shall not be readmitted to any school within the Kearsley Community School District except by action of the Board of Education. After an expelled student's absence from school for the remainder of the following semester, the student or, on his or her behalf, the parent or guardian thereof, may seek readmission by applying to the Board of Education through the superintendent or designee. The Board of Education may re-admit the student if he or she can satisfactorily demonstrate that he or she has made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of the Kearsley Community School District. The Board of Education shall base its decision in part on the severity of the incident leading to expulsion. The Board of Education may
further qualify re-admission upon specified conditions which it determines are appropriate. An application for re-admission shall be filed no earlier than forty-five (45) days but no later than fifteen (15) days prior to the commencement of the semester for which re-admission is sought. The decision of the Board of Education is final. If, as a result of the recommendation for expulsion, the parents and/or student(s) voluntarily withdraw the student from school, the student shall follow the re-admission procedure applicable to the expelled student.

D.  Expulsion for possession of a dangerous weapon, arson or criminal sexual misconduct.
1.  If a student possesses or uses a dangerous weapon in a school building or on school grounds, or commits arson in a school building or on school grounds, or engages in criminal sexual misconduct in a school building or on school grounds, the school board, or its designee, shall expel the student from the school district permanently (subject to potential reinstatement as described below).

2.  Procedure
   a.  If a student is expelled pursuant to this policy, that fact shall be entered on the student's permanent education record. Within three (3) days of the expulsion of a student under this policy, the school board or its designee shall refer the student's name to the County Department of Social Services of the County Community Mental Health Agency. The school board or its designee shall notify the student's parent or guardian of the referral, or notify the student of the referral if the student is at least age eighteen (18) or is an emancipated minor.
   b.  If a student is expelled pursuant to this policy, the parents or legal guardian of the student, or the student if at least eighteen (18) years of age or if an emancipated minor, may petition the school board for reinstatement to public education in the school district, but only in accordance with the terms of this subsection. (These reinstatement terms shall also apply to students expelled from another school district for possession of a dangerous weapon, arson, or criminal sexual misconduct, and who may be seeking to be reinstated to public education in the Kearsley Community School District).
   1.  For a student who was enrolled in grade 5 or below at the time of expulsion, a petition for reinstatement may be initiated at any time after sixty (60) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion.
   2.  For a student who was enrolled in grade 6 or above at the time of expulsion, a petition for reinstatement may be initiated at any time after one hundred-fifty (150) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of one hundred-eighty (180) school days from the date of expulsion.
   3.  The school district shall make the state approved form of reinstatement available to the parent or guardian of a student expelled under this policy, or to a student if at least eighteen (18) years of age or an emancipated minor. The school board or its designee is not required to assist in the preparation of any petition or reinstatement.
4. Within ten (10) school days after the receipt of a petition for reinstatement under this subsection, the school board or its designee shall appoint a committee to review the petition and any supporting documentation. The committee shall be comprised of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student enrolled in the school district. The superintendent or his or her designee may submit a recommendation to the committee for or against reinstatement, along with supporting documentation.

5. Within ten (10) days following the appointment for the reinstatement committee, the committee shall review the petition for reinstatement any supporting documentation and any recommendation and supporting documentation submitted by the superintendent or his or her designee on the issue of reinstatement, and shall submit a recommendation to the school board regarding reinstatement. The recommendation shall either be for unconditional reinstatement, or conditional reinstatement, or against reinstatement. The recommendation shall be based upon consideration for all of the following factors:
   a. The extent to which reinstatement of the individual would create a risk of harm to students or school personnel.
   b. The extent of which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
   c. The age and maturity of the individual.
   d. The individual's behavior since the expulsion and the prospects for remediation of the individual.
   e. The individual's attitude concerning the incident that caused the expulsion.
   f. The individual's behavior since the expulsion and the prospects for remediation of the individual.
   g. If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible Conditions placed on the reinstatement.

6. Not later than the next regularly scheduled Board of Education meeting following the receipt of the recommendation of a reinstatement committee, the Board shall render a decision either to reinstate an individual unconditionally, or reinstate an individual conditionally, or deny an individual reinstatement. The decision of the school board is final, and not subject to reconsideration or appeal.
7. If the school board renders a decision to reinstate an individual conditionally, the Board may require an individual, or the parent or legal guardian if the petition was filed by the parent or legal guardian, or agree in writing to specific conditions before conditionally reinstating an individual to public education in the school district. (Such proposed conditions may also be included in support of a petition for reinstatement). The conditions may include but are not limited to, any of the following:
   a. Agreement to a behavior contract, which may involve the student, a parent or legal guardian, or an outside agency;
   b. Participate in or completion of an anger management program or other appropriate counseling;
   c. Periodic progress reviews; and,
   d. Specific immediate consequences for failure to conform to condition(s), including, but not limited to, immediate re-expulsion.

8. Nothing in this policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and state laws.

3. Continued educational opportunities
   Efforts shall be made to offer information regarding opportunities to students on suspension to continue their education.

4. Suspension/expulsion of a student enrolled in special education
   If a student is handicapped, or suspected of being handicapped, according to state and federal mandates, rules and/or regulations, the Board shall not conduct the hearing prior to the completion of a review and evaluation by an Individualized Education Planning Committee (IEPC). The student shall not be excluded from school longer than ten (10) school days or otherwise changed in his/her educational program placement during the pendency of the review or evaluation by the IEPC and the exhaustion of the appeal procedures related thereto without the written agreement of the parents to an interim change in placement or obtaining a court order excluding the student from attending school in an appropriate case where the safety of students is involved.

5. Title IX \ VI Disclaimer
   Kearsley Community Schools will comply with all federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1886), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-
which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-2555), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute 950 which may apply to the application. Any alleged violation of the above stated laws should be reported to the superintendent, Kearsley Community Schools, 4396 Underhill Drive, Flint, MI, 48506 or by telephoning (810) 591-8000.

VII. Transportation

Kearsley Community Schools provides bus transportation for many of our students. We believe that all students should be respectful to the driver and other students while riding the bus. All drivers will do their best to provide the safest transportation possible for students. The entire Student Code of Conduct is in effect on the bus. To ensure the safe and orderly transport of students to and from Kearsley Schools the following regulations apply:

1. Bus riding is a privilege which can be denied a student if persistent inappropriate or unacceptable conduct occurs aboard the school bus.
2. Students must comply with reasonable requests and directives given by the bus driver or bus aide.
3. Bus drivers have the authority to assign seats.
4. Students must cross the street only in front of the bus.
5. Students may open the emergency door only when instructed by the bus driver in emergency situations. Illegal use of emergency door is a major misconduct.
6. Students must remain in their seats throughout the bus ride.
7. Students may not save seats for others; three (3) students may be assigned per seat if necessary.
8. Students will use a low volume voice while talking on the bus.
9. Student backpacks and possessions must be small enough to fit on the student’s lap or on the floor between the student’s feet. Glass containers or skateboards are not allowed.
10. Headphones, electronic music players or games and cell phones are not to be used when boarding or exiting buses due to safety concerns. Their appropriate usage may be permitted during the bus ride with the permission of the driver, athletic coach or teacher. Taking pictures and/or video is prohibited.
11. Students must be at their bus stop five (5) minutes prior to bus pick-up time.
12. Food and beverage consumption is prohibited, unless supervised by a driver, athletic coach or teacher.

A. Minor Bus Misconducts

Conduct which does not substantially threaten safety of bus riders and/or bus driver including but not limited to:

- Littering/paper wads/excessive noise
- Inappropriate use of CD players, radios or other electronic devices
- Moving about/changing seats while bus is in motion
- Profane, obscene languages or gestures
- Those misconducts deemed minor by appropriate administrator

1st Offense: The bus driver will speak to the student about his/her behavior and contact the parent.

2nd Offense: The bus driver will discuss the issue with the child. The student will be issued a warning about the inappropriate behavior. The bus driver will contact the parent.

3rd Offense: The bus driver will complete a discipline referral, discuss the referral with the child, get the transportation supervisor’s signature and send the report to the appropriate building administrator. The student may lose riding privilege for one (1) day. The administrator will contact the parent.

All Offenses: The student may be required to write a plan for future behavior in conjunction with our Positive Behavior Support programs.

B. Major Bus Misconducts:

Conduct which substantially threatens the safety and welfare of bus riders and or the bus driver including but not limited to:

- Fighting/Assault
- Vandalism/property damage
- Insubordination or misconduct
- Throwing objects
- Possession of weapons, fireworks, illegal drugs, matches, lighters, squirt guns, water balloons
- Illegal use of emergency door
- Possession/use of tobacco or alcohol
- Those misconducts deemed major by appropriate administrator
- Improper use of cell phone/electronic devices during boarding and exiting the bus

Consequences:

- Minimum three (3) day suspension of bus riding privileges.
- May include short-term suspension and/or recommendation to the School Board for long-term suspension or expulsion.
- Parent or legal guardian will be responsible for any vandalism/destruction of property while on the bus.
- Long-term suspension from bus privileges.

The administrator reserves the right to permanently revoke the student’s riding privilege after the third offense.

C. Notice of Video Cameras

The school district shall annually provide the following notice to students and parents:

The Kearsley Community Schools Board of Education has authorized the use of video cameras on school district buses. These video cameras, that also record audio, shall be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the contents of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and shall be retained with other student records. Videotapes shall only be retained if necessary for use in a
student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

D. Use of Video Cameras on School Buses

The content of such videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A video tape recorded during a school sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it shall be treated like other evidence in the proceeding.

E. Private Transportation

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

F. Requests for pick up / crop off locations other than students' home addresses

Due to safety concerns, the Transportation Department limits the amount of pick up and drop off locations allowed per student. In addition to a student's home address bus stop, parents will now be allowed to pick up to one alternate location each for AM pick up and/or PM drop off. Once determined, the assigned pick up and drop off arrangements will be the same each week for the school year. In the event long-term transportation does need to be changed, please submit your request in writing to the Transportation Office. A minimum of two weeks will be needed to attempt to accommodate the request. The request form is located in Appendix A-4.

G. Vehicle Registration and Rules Regarding Student Drivers

Driving is a privilege. Abuse of that privilege by unauthorized leaving of school grounds may result in loss of driving privileges for the remainder of the school year.

1. All vehicles must be registered by Sept. 15.
   A. Permits to drive and park on school grounds will be issued only to students in grades 11 and 12 through Sept. 15. After that date, sophomores may be allowed to purchase a permit based on need, availability of parking spaces, and only with permission of principal. Freshmen are not allowed to drive to school. All student debt must be paid in order to purchase a parking permit.
   
   B. Permits are issued at registration at a cost of $20 on a first come, first served basis. Vehicle registration and a valid driver's license must be provided when purchasing the permit. Parking spots are numbered and students will be assigned a specific spot in which they will be expected to park. There are 529 parking spots available to students. Students who request but do not receive a parking permit due to the limited spaces will be put on a waiting list and will be assigned a spot as they become available based on the student's needs.
   
   C. Each vehicle registered must display a valid decal which must be properly affixed to the lower left corner of the front windshield. The use of tape or improper display of the decal is unacceptable.
   
   D. One-day permits are available in the main office. These are for emergencies only and the same student will not be granted a temporary more than three times per year.
E. Students should recognize that automobiles parked on school property may be searched when officials have reason to believe that weapons, drugs or objects prohibited by school policy or state law are contained therein.

Failure to comply will result in a nine-day suspension from KHS and a referral to the Executive Director of Student Services for possible recommendation to the board of education for long-term suspension or expulsion from Kearsley Community Schools.

2. Parking of Vehicles

A. The student parking lot is the north lot located directly west of the high school building and the southeast lot located east of the Alternative Education Building. These spots are numbered and students will be assigned a specific spot in which they will be expected to park.

B. Student parking in any other lot is prohibited.

C. To prevent theft and unauthorized use of your car, please keep your car locked at all times.

D. Students are not permitted to sit in vehicles in the parking lot during the school day—particularly during lunch periods. Loitering in the parking lot is prohibited. E. Vehicles are to be properly parked between designated lines.

3. Driving of Vehicles

A. Students are prohibited from taking vehicles from the parking lot anytime during the school day without prior consent of a parent and a pass to leave school grounds which can be obtained from the attendance office or main office.

B. The speed limit on school grounds is 15 mph. Careless or reckless driving is prohibited. C. Parking or driving in the area between the vocational building and main building are not allowed between 7 a.m. and 3 p.m.

4. Disciplinary Action for Violation of Driving/Parking Regulations

A. Refusal to properly register vehicle or failure to display a valid decal

First Offense: Written warning notice.
Second Offense: Conference with student, warning issued and parent contact. Third Offense: Suspension of student with parent contact and understanding of future consequences.

B. Unauthorized parking

First Offense: Written warning notice. Second Offense: Written warning notice.
Third Offense: Suspension of driving privileges.
Kearsley Community Schools
1:1 Device Handbook and Agreement

Kearsley Community Schools believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. Annual technology expenditures are appropriated district-wide to enhance student learning. The 1:1 initiative for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning, while providing students with constant access to the latest educational resources.

Equipment
Students in 1st-12th grade will be issued the following equipment:
- Chromebook or Laptop
- Power adapter and cord
- Case

Students entering Kindergarten
- iPad
- Power adapter and cord
- Case

Distribution of Chromebooks
Students will be issued their device at the beginning of each school year. Before a student is issued a device, the following steps must occur:
- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the device.
- Students and parents must have a current Acceptable Use Policy signed on file.

Collection of Chromebooks
At the conclusion of each school year, students must turn in their device, adapter and cord for maintenance. If a student withdraws from the District, the student must turn in the device, adapter and cord on the last day of attendance. Failure to return the device, adapter, or cord either at the end of the school year or when withdrawing from the District could result in a fee of up to $250 to cover the replacement cost. In addition, the District may file a report of stolen property with local law enforcement if not returned. Students who turn in a device in good condition (no damage greater than normal wear and tear) at the end of eighth grade will receive a new device when they start ninth grade.

Device Labels
Devices may be labeled with a District asset tag. Labels may not be removed, modified or tampered with in any way.
Cases/Charging Cords

Students may not personalize the outside of the device. It remains the student’s responsibility to care for and protect his/her device. Students will be assigned one charging adapter and cord with the device. The student is responsible for the charging cord, and it must be returned with the device at the end of each school year or when withdrawn from the District. Students are charging their devices and will not be provided chargers at school.

Caring for Your Chromebook

Each student is responsible for the general care of the device that he/she was issued by the school. Devices that are broken or fail to work properly must be taken to the main office as soon as possible. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- Devices should never be used near food or drink
- Devices should be used with caution. The cord may be a tripping hazard.
- Devices and cases must remain free of any personal writings, drawings, stickers, and labels.
- Devices should not have heavy objects placed on or near them.
- Devices should be transported with care and be in a case when not in use.
- Devices should never be lifted or carried by the screen.
- Devices should be closed only after making sure there is nothing on the keyboard.
- Device screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.
- Device keyboards may be cleaned with a disinfecting wipe and left open to air dry.
- Do not spray any cleaner directly on device

Operating System and Software

The Chromebook and iPad operating systems are managed by the District and will be updated as needed.

Google Apps for Education

- Devices seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Sheets, Slides, Meet, Jamboard, Sites and Forms.
- Classwork within these apps are stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Kearsley Community School’s Google domain.

Additional Apps and Extensions

- District apps will be added and managed by Kearsley Community Schools
- Students may independently install appropriate free Chrome web apps and extensions from the Chrome Web Store. Apps and extensions with fees may be installed at the cost of the student.
- Students are responsible for the web apps and extensions they install on their Devices. Inappropriate material will result in disciplinary action.
- The addition of apps and extensions can impact the speed and performance of a Chromebook.
Using Your Device At School

Each student is expected to bring a **fully charged** device to school every day and bring his/her device to all classes unless specifically advised not to do so by his/her teacher. Inappropriate media may not be used as device backgrounds or themes. The presence of such media will result in disciplinary action. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. While students will still be able to print from desktop computers in computer labs, however, students will no longer be able to print directly from the devices at school. Teachers will be able to print any material deemed essential.

Using Your Device Outside of School

Students are encouraged to use their devices for schoolwork at home and other locations outside of school. A WiFi Internet connection will be required for the majority of device use, however, some applications can be used while not connected to the Internet. Students are bound by the technology guidelines within the Student Handbook and all other procedures in this document wherever they use their devices.

Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, within the School District network, will have all internet activity monitored by the District. Students will also be subject to content filtering at home while on District-owned devices. However, when a student is using the device out of the school network, internet usage is the responsibility of the student and the parent.

Repairing/Replacing and Handling Theft and Vandalism of Devices

All devices in need of repair must be brought to the main office as soon as possible. Tech staff will examine the device and take the appropriate steps to repair the device. All repairs must be performed or authorized by the district technology staff.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the technology guidelines within the Student Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her device confiscated and network privileges at school disabled.

Insurance

Students/parents will be given the option to pay $20 for optional insurance. All payments for insurance along with repair/replacement costs will be made through PayFort.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Damaged Equipment Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chromebook LCD Display</td>
<td>$49-$130</td>
</tr>
<tr>
<td>Chromebook Keyboard/Palm Rest</td>
<td>$90</td>
</tr>
<tr>
<td>Chromebook (lost, stolen, or total replacement)</td>
<td>$250</td>
</tr>
<tr>
<td>AC Charger</td>
<td>$40</td>
</tr>
<tr>
<td>iPad Screen/Charging Port</td>
<td>$50</td>
</tr>
<tr>
<td>iPad Replacement</td>
<td>$200</td>
</tr>
</tbody>
</table>

Lost, Stolen or Vandalized Devices

If a device is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the hardware; the student/parents shall contact the school office within 24 hours of the event and a replacement will be provided. If a student’s device is lost, stolen, or vandalized outside of the school day, the student or parents must contact the proper local law enforcement and the school to report a theft. Such reports must be made within 24 hours. Note: Losing a device during the school day, not acting in good faith, or failing to report within the time restraints accounts for negligence on the part of the student.

Parent Permission to use online forms

More guidance needed...
Student Name: ___________________ Grade: ________________

(Please Print)

Student Signature: ________________________________

Parent Name: ________________________________

(Please Print)

Parent Signature: ________________________________ Date: _____________

(District use only below line)

________________________________________

Chromebook Distribution - August

____Center 1: Insurance payment verified

____Center 2: Chromebook, cord and case distributed to student and parent/guardian with agreement signed by both.

Chromebook Distribution September-June

Device Fee Paid: Yes No

Received by: ______________________________________

Date: ____________________________________________