

**EAST GRAND RAPIDS  
HIGH SCHOOL**



**STUDENT HANDBOOK  
2018 - 2019**

# EAST GRAND RAPIDS HIGH SCHOOL

## ADDRESS

East Grand Rapids High School  
2211 Lake Drive, S.E.  
East Grand Rapids, Michigan 49506  
[www.egrps.org](http://www.egrps.org)

## TELEPHONES

Athletics	616.235.7593
Guidance	616.235.7594
Main Office	616.235.7555
Learning Commons	616.235.7596

## ADMINISTRATION

Mr. Craig T. Weigel, Principal  
Mr. Steven J. Wojciechowski, Assistant Principal  
Mrs. Lori S. Johnston, Director of Guidance  
Mr. Timothy R. Johnston, Director of Athletics

## DAILY TIME SCHEDULE

First Hour	7:40 - 8:37 a.m.
Second Hour	8:42 - 9:39 a.m.
Third Hour	9:44 - 10:51 a.m.
Fourth Hour	10:56 - 11:53 a.m.
Fifth Hour	11:58 - 12:55 p.m.
Sixth Hour	1:00 - 1:57 p.m.
Seventh Hour	2:02 - 2:59 p.m.

## GRADING SCALE

East Grand Rapids High School uses a common grading scale for all courses.

A	100 - 93
A-	92.99 - 90
B+	89.99 - 87
B	86.99 - 83
B-	82.99 - 80
C+	79.99 - 77
C	76.99 - 73
C-	72.99 - 70
D+	69.99 - 67
D	66.99 - 63
D-	62.99 - 60
E	Below 60

## LUNCH

Students are scheduled a lunch period during 4th or 5th hour. Food is served daily in the East Café for staff and students from 10:50 - 12:30 PM.

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# ACADEMIC AND INSTRUCTIONAL PROGRAM

## **GUIDANCE PHILOSOPHY AND SERVICES**

Guidance services at East Grand Rapids High School provide a framework in which all students have available to them a common set of guidance experiences, and at the same time, a focus on the individual needs and interest of each student. During each year the student is at East, both individual and group activities are planned to foster personal exploration and self-awareness. The comprehensive and sequential guidance curriculum spans all four years and engages the student, parents, and counselor in an on-going dialogue. Beginning in the second semester of eighth grade, the team of student, parent and counselor continues in the junior and senior years where the focus clarifies as the team navigates through available post-secondary options.

East Grand Rapids' guidance assumes that emphasis on balanced and challenging educational experiences afford the greatest satisfaction and preserve the greatest number of options after graduation. The system recognizes that college admission personnel consider a wide range of issues when evaluating a candidate, including: The importance of a rigorous high school program; Performance on national standardized tests; Commitment to community involvement and/or experiences beyond the classroom Co-curricular activity involvement.

## **GUIDANCE DEPARTMENT COMMUNICATIONS**

Guidance Department information such as the Course Selection Guide, Annual Report, Naviance Family Connection, and Countdown to Graduation is available on the school website under Guidance. The *College Planning Handbook* distributed at the junior conference addresses the specific concerns of juniors and seniors and their families as they plan for higher education. The handbook details the formal process of identifying appropriate institutions and making application for admission.

## **7550 FULL-TIME STUDENTS**

All students at East Grand Rapids Public High School shall be full-time students. A full-time student at East Grand Rapids High School, as defined by the State of Michigan, is a student enrolled in six classes or the equivalent of six classes. The principal is authorized to make exceptions to this policy in consultation with the guidance staff and the Superintendent.

## **7600 GRADE LEVEL PLACEMENT**

Students progress from grade nine to ten to eleven as a member of the class with which they entered high school. Students may advance to grade 12, or senior standing, after completing three years in high school **and** after completing a minimum of **sixteen** (16) high school credits. Any student who withdraws from school for any period of time will be enrolled at the appropriate grade level based on earned credits at the time of re-enrollment. Students entering high school, or transferring to East will be placed according to the general guideline that to be a sophomore a student should have earned a minimum of five (5) high school credits and to be a junior a student should have earned at least ten (10) credits. Final grade level placement will be determined by the high school principal.

## **7650 ASSESSMENT PROGRAM**

### **Testing Out**

East Grand Rapids Middle School and High School, in compliance with the School Code of Michigan, will allow students to "test out" of any course or subject credit area. These tests will be a sound demonstration that a student meets or exceeds the content expectations associated with the subject credit area. Because some end-of-year tests do not serve as comprehensive measures of content and skill "mastery" as expressed in the Michigan School Code, students may be required to demonstrate a reasonable degree of mastery either through a written examination; written papers; projects; portfolios; or other forms.

The following policy statements will apply:

- This policy will apply equally to all students at East Grand Rapids Middle School and High School.
- Course advancement, credit and/or waiver will only be granted for a C+ or better. If there is no final exam, credit will be earned by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio; performance paper; project and/or presentation.
- This testing out provision will count toward graduation requirement credit; successful completion will also count toward fulfillment of a requirement for a subject area or a course sequence.
- Students may test out of a course from which he/she has been dropped from for non-attendance, however, the grade earned from the dropped course will remain.
- Credits earned through testing out will not be included in a computation of grade point average.
- The Principal and/or designee will establish reasonable times when testing out is available.

### **State Mandated Assessments**

- East Grand Rapids Public Schools Board of Education, in compliance with Michigan State Board of Education policy, Michigan Education Yes legislation, and federal legislation, require that all students enrolled in a grade level will be assessed by the current educational assessment program required by the State of Michigan.
- The following policy statements will apply:
- Each student enrolled in East Grand Rapids Public Schools during the State of Michigan assessment window for their grade level, will participate in the State of Michigan assessment for all content areas assessed at their grade level.
- According to federal law, the Individualized Education Plan (IEP) specifies whether or not a student with disabilities participates in each of the State of Michigan assessments or in an alternate assessment.
- Michigan Department of Education will provide guidance on the appropriate assessment to be administered to ELL students for the State of Michigan assessment.
- Students who are absent during the administration of the State of Michigan test, will be given a make-up test, if they return to school during the State of Michigan test window.
- The District will make provisions to administer the State of Michigan assessment to students receiving homebound services during the State of Michigan administration window.

### **EGRHS TESTING PROGRAM**

The testing program at East may consist of: (1) preliminary college admissions testing, (2) college admissions testing, (3) advanced placement testing, (4) International Baccalaureate testing, (5) State of Michigan standardized assessment(s), (6) the administration of career and interest inventories.

#### **Preliminary College Admissions Testing**

The College Board offers the **PSAT** (Preliminary SAT), a two+ hour test of verbal, writing and mathematical skills, administered in October. This previews the SAT and serves as the qualifier for the National Merit Scholarship Program. All juniors in the district will participate in the October PSAT/NMSQT – a PSAT test that also serves as the qualifying test for the National Merit Scholarship Program. In addition, sophomores are encouraged to take the PSAT/NMSQT as a preliminary assessment of their readiness for college. Sophomores must register in advance through Total Registration. Freshman will take the PSAT 9 in the spring. Sophomores will take an additional PSAT assessment, the PSAT 10, in the spring.

#### **College Admissions Testing and Credit**

The **ACT**, a test for juniors and seniors only, is administered on seven Saturdays a year. The ACT is a three hour and forty-five minute examination that measures the student's ability in English usage, mathematics, reading, natural science and an optional writing assessment. Scores range from 1 to 36 with a national average of 20.8. Students must register with the testing company in advance of the desired testing date. The ACT is no longer part of the required 11<sup>th</sup> grade State of Michigan assessments.

The **SAT** is a three and a half hour test measuring writing, verbal and mathematical skills, with scores ranging from 200 to 800 on each section. The national average on each section is 500. Students will take the SAT as part of the required 11<sup>th</sup> grade State of Michigan assessments. Students wishing to take an additional SAT, beyond the state provided SAT in the Spring, must register for testing with the testing company in advance of the desired test date.

The **SAT Subject Tests** are one-hour tests measuring ability in specific subjects. Highly selective colleges frequently require SAT Subject Test scores in the admission process. Students wishing to take SAT subject tests must register with the company in advance of the desired testing date.

**Advanced Placement** tests are given in May each year to those students who have been enrolled in an Advanced Placement course throughout the school year. Colleges may grant college credits and/or advanced standing as a result of IB scores of a student's AP test scores.

**International Baccalaureate Papers** are end-of-course externally assessed IB exams given in May of the final year of an IB course to those students enrolled in the course. Colleges may grant college credits and/or advanced standing as a result of a student's IB scores.

### 2018-2019 TESTING SCHEDULE

Date	Test	Required Tests*
August 25, 2018	SAT offered at EGRHS	
October 6, 2018	SAT offered at EGRHS	
October 10, 2018	PSAT/NMSQT	*Juniors
October 10, 2018	PSAT/NMSQT	Sophomores – optional
October 27, 2018	ACT offered at EGRHS	
December 8, 2018	ACT offered at EGRHS	
April 9, 2019	MME – SAT	*Juniors
April 10, 2019	ACT WorkKeys Testing	*Juniors
April 9, 2019	STATE PSAT 9/10	*Freshmen/Sophomores
April 15 & 16, 2019	M-STEP testing	*Juniors
May 4, 2019	SAT offered at EGRHS	
May 6-17, 2019	AP Testing	All grades
June 1, 2019	SAT offered at EGRHS	
June 8, 2019	ACT offered at EGRHS	



## **7642 ALTERNATIVE CREDIT OPTIONS – ONLINE COURSES**

Students in grades 6 to 12, with the consent of their parent or legal guardian, may enroll in up to two online courses, as defined by the State of Michigan in section 21f of the State School Aid Act [MCL 388.1621f], per academic term. The district may deny a student's request to enroll in an online course for seven approved reasons, including: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject; 5) the online course is of insufficient quality or rigor; 6) the cost of the online course exceeds the amount allocated to a course under Section 21f unless the pupil's parent or legal guardian agrees to pay the cost that exceeds that amount; and 7) the online course enrollment request does not occur within the same timelines established by the district for enrollment and schedule changes for regular courses. A student and his/her parents/guardians may appeal a denial by submitting a letter to the Superintendent of the Kent Intermediate School District. The letter of appeal shall include the reason provided by the district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. A response to the appeal must be issued within five (5) days after it is received.

Students who choose to take online courses for advancement may earn up to eight (8) credits, equivalent to sixteen (16) semester courses, to be applied toward graduation requirements by completing online courses offered only through approved agencies. Online coursework taken for credit recovery is not subject to the eight (8) credit maximum.

The Principal/Designee must approve exceptions to the two online courses per semester limit.

If a student is permitted to take more than two online courses per semester, he/she may be prohibited from participating in East Grand Rapids High School athletics and/or co-curricular activities. Full time students taking such courses must be enrolled in the District and take the courses during the regular school day. The school must receive an official record of the final grade before credit toward graduation will be recognized.

The District is required to use their foundation allowance or per pupil funds calculated in the State School Aid Act to pay for the expenses associated with the online course(s) for students enrolled full-time with no more than six (6) classes per semester. The online class shall be counted as one of the six (6) classes in which a full-time student must enroll. The district will pay no more than 1/12<sup>th</sup> of the district's foundation allowance or per pupil payment as calculated in the State School Aid Act for a semester course. Any cost above this amount will be borne by the family/student.

The principal/designee must approve online courses taken outside of the regular school day or school year or as a 7<sup>th</sup> class. The cost of such courses will be borne by the family/student unless approved in advance by the High School Principal. Through its policies and/or supervision, the District shall be responsible for providing appropriate supervision and monitoring of students taking online courses.

## **7648 DUAL ENROLLMENT AND CREDIT**

### **Dual Enrollment**

Students, including non-public and home school students, are eligible to apply for dual enrollment upon meeting the requirements as set forth in the rules and regulations.

### **Dual Credit**

Students successfully completing the requirements of an elective course offered by an accredited post-secondary institution may receive high school credit, providing all guidelines have been met. These elective courses shall not include courses in English, Math, Science, Social Studies, Physical Education and Health that are required by the State of Michigan as graduation requirements (Cf. [7630](#)) unless waived by the High School Principal and the Director of Guidance

The District shall pay one-twelfth of the annually determined statewide pupil-weighted average foundation allowance for each dual enrollment course in which a student is enrolled as long as the student is enrolled full-time with no more than six (6) classes per semester. For nonpublic and homeschool students, the District shall process payment,

or bill directly the Michigan Department of Treasury, as applicable. Costs in excess of the District allotment shall be borne by the family/student. The dual enrollment class shall be counted as one of the six (6) classes. Students may take dual enrollment courses beyond their full-time program; however, the cost of such coursework shall be borne by the family/student

If a dual enrollment student fails to complete a District paid post-secondary course he/she is responsible for the fees/tuition not refunded by the post-secondary institution. If the student does not repay this money, the student will be subject to disciplinary action under the procedures for discipline as outlined in Board policy #8383. This does not apply to a student who does not complete the course due to a family or medical emergency as determined by the post-secondary institution

### **CREDIT EARNED IN MIDDLE SCHOOL**

Credit may be earned for high school courses taken in middle school. This includes credit for Algebra and/or Geometry. In addition, credit may be earned for World Language according to the following:

- a student who completes 8<sup>th</sup> grade Spanish with a passing grade = 2 credits
- a student with 2 years of Elementary Spanish plus 6<sup>th</sup> grade Spanish with a passing grade = 1 credit
- a student with 6<sup>th</sup> and 7<sup>th</sup> grade Spanish with a passing grade = 1 credit
- a student with 7<sup>th</sup> and 8<sup>th</sup> grade French with a passing grade = 1 credit

Students receive credit not a letter grade for courses taken in middle school. These credits count toward graduation requirements and for departmental and total credits. Students who take high school courses at the high school, while in middle school receive a grade that is calculated in the overall GPA.

### **REPEATING A COURSE**

A student may repeat a course that she/he has taken and passed, but it will not be for credit. Although both grades will be recorded on the transcript, only the higher grade will be used in computing the grade point average. A request form must be completed and on file in the Registrar's office prior to repeating a course.

### **7560 GRADING OF HIGH SCHOOL COURSES - CREDIT/NO CREDIT**

Students, through approval of their parent(s)/guardian(s), teachers, and counselor, may request to take courses each semester with a Credit/No Credit option. It is wise to check with a counselor on the merits of doing so, especially if college admission is a factor. A request form must be completed and on file in the Registrar's office prior to implementation of this policy.

### **WEIGHTED GRADE POINT AVERAGE**

East Grand Rapids High School transcripts will reflect both weighted and unweighted grade point averages. All courses successfully completed that are designated Honors, Advanced Placement or IB, with the exception of IB Language and Literature SL, will receive the weighting factor.

### **7581 PRIVACY OF GRADES**

Student grades are confidential and should be accessible only by the student, parent/guardian, and appropriate school personnel. Students shall not correct, grade or score another student's test nor shall the teacher or students reveal grades or scores in the presence of other students. However, good educational practices such as peer editing and peer feedback may be part of the classroom learning experience.

### **MAKE-UP TESTS**

Students are expected to be in attendance for all examinations and tests unless the student is ill, or the absence falls in the excused category of the school's attendance policy. Students missing tests for other reasons will receive a failing grade.

**Students excused from tests are expected to make them up based on the following:**

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

- Make-up tests will be given at the discretion of teachers, preferably either before or after regular school hours.

### **THREE MAJOR TESTS ON ONE DAY**

Any student at East Grand Rapids High School who has three (3) or more major tests scheduled on a regular school day may opt to take only two (2) tests on that day. In order for the student to be exempted from a test, the student must secure a *"Test Release Form"* from the office at least one school day prior to the tests. The student must have the form signed by the three (3) teachers involved in testing and return it to the Assistant Principal for approval and for a decision on which test is to be postponed.

### **REPORTING DISCIPLINE TO POST-SECONDARY INSTITUTIONS**

The Board of Education prohibits school personnel from reporting student discipline to post-secondary institutions, unless the school administration deems a discipline violation to be of a significant criminal nature or one that involves a significant threat to the safety of the individual or others. Such violations may include, but are not limited to, weapons, violence, or the delivery of a controlled substance. Such discipline violations will be reported when in the judgment of the school it would be irresponsible or unprofessional not to do so. School personnel, specifically counselors, when presented with an application question regarding a student's discipline will mark the option, *"School policy prevents me from reporting"* for ALL students unless the discipline violation is of a significant criminal nature or involves a significant threat to the safety of the individual or others.

### **COUNSELOR RECOMMENDATIONS FOR COLLEGE**

*Counselor Statements* are written by the student's counselor to be included with college applications which require them. At the counselor's discretion, a *Counselor Statement* may be included with applications not requesting one when it is in the best interest of the student. *Counselor Statements* are compiled from the academic folder, teacher recommendations and other information gathered by the counselor, including information shared in the junior conference and junior paperwork as well as from personal knowledge of the student. *Counselor Statements* are not released to parents or students as they are considered a confidential communication between the counselor and college.

### **7630 GRADUATION REQUIREMENTS**

Graduation from the East Grand Rapids Schools implies that students have satisfactorily completed an approved course of study and that they have satisfactorily passed any examinations and/or other requirements established by the school District and the State of Michigan. Twenty-three credits, with specific departmental requirements, are needed to receive a diploma from East Grand Rapids High School. Students lacking not more than one credit at graduation time will be permitted to participate in commencement exercises, provided they are enrolled in summer school or an approved plan to receive the necessary credit. The diploma will be withheld until all graduation requirements have been fulfilled. The faculty and administration will establish the detailed requirements to agree with the goals for our schools as adopted by the Board of Education. It is expected that insofar as possible the faculty will apply measures of achievement to provide evidence that students have progressed far enough toward school goals to warrant his/her graduation. Credit for a course is earned when a student demonstrates proficiency on all of the curriculum expectations for each course. Proficiency is achieved when a student earns a passing grade for the course. The staff will arrange for appropriate awards, recognition programs, and graduation exercises to be scheduled each spring.

The parent, legal guardian of the pupil, emancipated pupil, pupil of majority age, or school personnel may request a Personal Curriculum that modifies the Michigan Merit Curriculum (MMC) requirements under subsection (1) or section 1278a(1)(a) of the Revised School Code. Students with an Individualized Education Plan (IEP) may request a Personal Curriculum to modify the level at which the student is deemed proficient on the curriculum expectations. The proficiency level modification shall not exceed 10 percent.

East Grand Rapids Public Schools requires all students to demonstrate proficiency on 100 percent of the district's established curriculum expectations.

Students may be able to earn credits toward the 2.0 credit requirement for world language through the East Grand Rapids Public Schools K-8 Spanish Program.

Some course credits may be earned through a formal career and technical education program or curriculum.

The State of Michigan requirement for an online experience will be satisfied by our integrated technology curriculum.

The High School Guidance Department will provide information and counseling for all students to enable them to develop a schedule of courses that will meet requirements for colleges, or a post-high school program selected by the student and his/her parents.

The graduation requirements shall be as follows:

English	4 credits
Math	4 credits <i>(Algebra, geometry, algebra II, and completion of a math-course in the final year of high school)</i>
Science	3 credits <i>(Biology, chemistry or physics or anatomy, and a third science credit)</i>
Social Studies	3 credits <i>(World history, U.S. history, economics, and government)</i>
World Languages	2 credits <i>(Of the same language)</i>
Health	½ credit
Physical Education	½ credit
Arts	1 credit
<u>Electives</u>	<u>5 credits</u>
<b>TOTAL CREDITS</b>	<b>23 CREDITS</b>

### 8990 STUDENT FEES AND FINES

Building Principals or designated representatives shall be authorized to collect school fees authorized by the Board. School property lost, damaged or destroyed by a student shall be paid for by such student in accordance with rules prescribed by the District, building, or department. Upon receiving textbooks, required readings, materials, and/or electronic equipment from the Learning Commons (LC), all students must assess the condition of such materials and report to the LC staff within the first two weeks of each new semester any such materials with previous damage. Damages not reported will be considered the current student's responsibility and as such he/she will be responsible for damage payments or replacement. Students who report damages within the two week period will not be held responsible for such damages.

### 8100 ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

The Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well-being by the student's parent/guardian or physician. A school administrator, teacher or other school employee authorized to do so by the school administrator, must administer medication to a student in the presence of another adult or in an emergency that threatens the life or health of the student, pursuant to written permission of the student's parent(s)/ guardian(s), and in compliance with, the written instructions of a physician. It is recognized that medication will continue to be taken independently by pupils who are competent to do so in their parent's judgment without involvement of the schools. Parents/guardians shall fill out and turn into the school's main office a self-medication permission form.

### Management of Students with Asthma in the School Setting

and self-medicate for asthma. If needed, school administrators may have direct communication with the student's health care provider in order to resolve individual problems that may arise because of a student's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency

ADD 9230 AND 9230-RHErprocedures and contacts in case a student needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education, will be distributed to all staff and shall be posted on appropriate bulletin boards in school buildings.

### **Exercise Induced Asthma Attacks**

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staff who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A student with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty with wheezing, coughing, or shortness of breath.

### **Diabetic Emergencies**

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and also, be aware which side effects are serious enough to warrant reporting to the child's parent/guardians or health provider.

### **9230 SCHOOL VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent (or designee) shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any person who volunteers to work with the District shall be screened through one or more of the following: the Internet Criminal History Access Tool (ICHAT), Internet sites for the Sex Offenders Registry (SOR) list, and/or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The purposes of a school volunteer program are:

1. To increase the educational achievement of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

### **General Principals**

The volunteer program of the District is at all times guided by the principals and policies of the District. Volunteers serve in a supportive capacity with the direction and supervision of the building Principal, Athletic Director or other certified school personnel. A volunteer is not a substitute for a member of the school staff, but does supply supportive services. A volunteer does not have access to confidential files and records. Wherever possible, volunteers are assigned to the particular school where they wish to serve. The relationship between volunteers and the school staff should be one of mutual respect and confidence.

### **9230-R SCHOOL VOLUNTEERS**

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers assist teachers and will only be assigned to those staff members who request them.

All students are expected to obey directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instruction given by an authorized District Volunteer may result in disciplinary action under the Code of Student Conduct. School volunteers serving in the District without financial compensation are bound by the policies, rules/ regulations, and procedures of the District. They are to be supervised by each building Principal or other authorized school employees.

# ATTENDANCE

## 8020 ATTENDANCE

The Board expects regular and punctual attendance at school 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 that will carry over into adult life.

The student, the parent(s)/guardian, and the school share the responsibility for student attendance. Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. **Students are allotted a maximum of ten (10) total absences (excused, unexcused, tardy) per class per semester.**

## 8025 ABSENCES AND EXCUSES

The Board, other than for illness or for other reasons under Policy 8010, Community Standards of Conduct, discourages any absence from school or school-related activities. The administrative staff shall develop appropriate rules and regulations regarding approved student absences.

## GENERAL GUIDELINES

**Students are allotted a maximum of ten (10) total absences (excused, unexcused, tardy) per class per semester.** The ten (10) day maximum absences apply to each class and are not a total of all classes. Excused and unexcused absences are both counted toward the allotted ten (10) days as are family trips, vacations, and college visitations. Special situations as they occur will be dealt with on an individualized basis by the administration. Students who show a repeated pattern of non-illness related absences would not be treated in the same manner as those students who have used the absences for unavoidable purposes.

### Excused Absences

When a student is absent for any part or all of the day, building procedure requires that an explanation of the absence be furnished to the office. A parent should provide an explanation by submitting the absence using the Skyward Family Access Online Attendance System. Absences not reported to the school within two (2) school days are considered unexcused absences. Excused absences are counted toward the ten (10) allotted absences per class each semester.

The following are considered excused absences: illness, appointments that cannot be scheduled before school, at lunch, after school, on a vacation day, or on the weekend; family emergency; pre-arranged family trips; college visits; religious observances; required court appearances; written permission by the administration; tardies.

Absences from class to study for another class, take a test for or attend another class, or to sleep are not excusable by a parent. Such absences will be considered unexcused absences.

### Unexcused Absences

Unexcused absences are counted toward the ten (10) allotted absences per class each semester. A student is allowed only four (4) unexcused absences per class per semester. The following is a list of attendance behaviors that result in an unexcused absence:

- Skipping class
- Oversleeping (parents may not excuse students for this purpose)
- Absence from a class to do work, take a test, or study for another class outside of school (parents may not excuse students for this purpose)
- Absence from a class to do work, take a test, or study for another class somewhere in the school (parents may not excuse students for this purpose)
- Being sent from a class for a disciplinary reason
- Leaving class early without the permission of classroom teacher
- Leaving the building without reporting to and checking out of the office
- Falsifying notes, telephone calls, or other communications regarding attendance
- Leaving class with permission, but not returning within a reasonable amount of time

### Documented Absences (Exceptions)

Documented absences are considered EXCEPTIONS and do not count toward the ten (10) allotted absences per class each semester. For absences to be considered exceptions, the parent must complete and submit to the Assistant Principal the school's *Exception Form*. Exception Forms can be acquired in the school's main office.

The following are considered reasons for an absence to be considered a documented absence: religious observance; funeral; hospitalization; or other medical/health related reason with documentation from doctor indicating the inability of a student to be in attendance at school, or approval by the administration.

As specified in section 5-D of the State School Act (MCL 388.1701), homebound instructional services will be provided to an enrolled student who is certified by the student's attending physician, hospital, or licensed treatment facility as having a medical condition that requires the student to be hospitalized or to be confined to the home during regular school hours for a period longer than five school days. Homebound/hospitalized service is a self-study program designed to help students, 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. Homebound instruction consists of two forty-five to sixty minute periods of instruction per week.

Documented absences are not counted toward the ten (10) allotted absences per class each semester. These absences are considered exceptions as long as documentation via the *Exception Form* is provided to the school within five (5) school days of the absences.

### School Business Related Absences

A Student is permitted five (5) school business absences per class per semester. School business absences are NOT counted toward the ten (10) allotted absences per class each semester. The following are considered school business absences: missing class to attend a school-related event; missing class to attend a school-sponsored athletic, academic, or performance activity; missing class to participate in a school-sponsored field trip.

### Tardiness

Students are expected to be in the classroom on time. Tardiness disrupts the entire class. A student will be marked tardy if he/she enters the classroom late. The only time a student will not be marked tardy is when a teacher, the administration, or the guidance office detains the student. Parents are unable to excuse tardies.

## COMMUNICATION OF ATTENDANCE

A student's attendance record is displayed on the Skyward Family Access System. Parents can access their child's attendance record through this online system. In addition, upon the 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> absence, each unexcused absence, and upon the 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup> tardy in a course, the school will notify the parents/guardians of the student's absences. These notifications will serve as a reminder that the school administration may assign a Saturday School, lunch detention, or another consequence to the student in the case of further absences

## CONSEQUENCES FOR ATTENDANCE VIOLATIONS

The following charts describe the consequences applied to students with an excessive number of excused absences, unexcused absences, documented and school-business absences, and tardies.

### EXCUSED ABSENCE

Examples of Absences	Number permitted per class, per semester before consequences apply	Counted in the ten (10) allotted absence per class, per semester	Notifications and Make-Up Policy	Consequence for Attendance Violations
<p>An absence reported to the school by the parent for an acceptable reason.</p> <ul style="list-style-type: none"> <li>• Illness</li> <li>• Appointment that cannot be scheduled before school, during lunch, after school, on a vacation day, or on the weekend</li> <li>• Family emergency</li> <li>• College visits</li> <li>• Written permission by the administration</li> <li>• A tardy</li> </ul>	<p>A total of ten (10) excused and unexcused per class per semester.</p>	<p>Yes</p>	<p>Parents are notified on the 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> absences.</p> <p>A student missing only the day of a test is expected to make up the test on the day he/she returns.</p>	<p>On the 11<sup>th</sup> total absence (excused and unexcused) the student will be removed from the course and given the opportunity to take the final exam at the end of the course.</p> <p>If the student earns a 77% or higher on the exam, the student will earn credit for the course; however, an AF (Attendance Failure) will be placed on the transcript indicating that the student earned credit, but failed the course due to attendance. The AF will impact the student's GPA as if the student failed the course.</p> <p>If the student does not take the final exam, or earns less than a 77% on the exam, the student will earn a No Credit (NC). The NC indicates that the student did not earn credit for the course and the student failed the course. The failure will be computed in the student's GPA as a failure.</p>



## UNEXCUSED ABSENCES

Examples of Absences	Number permitted per class, per semester before consequences apply	Counted in the ten (10) allotted absence per class, per semester	Notifications and Make-Up Policy	Consequence for Attendance Violations
<p>An absence for an unacceptable reason or because an absence was not cleared by a parent within (2) school days.</p> <ul style="list-style-type: none"> <li>• Skipping class</li> <li>• Oversleeping</li> <li>• Absence from a class to do work or study for another class outside of school</li> <li>• Absence from a class to do work or study for another class somewhere in the school</li> <li>• Sent from a class for a disciplinary reason</li> <li>• Leaving class early without the permission of classroom teacher</li> <li>• Leaving the building without reporting to and checking out of the main office</li> <li>• Falsifying notes, telephone calls, or other communications regarding attendance</li> <li>• Leaving class with permission, but not returning within a reasonable amount of time</li> <li>• Failure to clear an absence within two (2) school days</li> </ul>	<p>A total of ten (10) excused and unexcused per class per semester.</p>	<p>Yes</p>	<p>Parents are notified of each unexcused absence.</p> <p>A student may not make-up daily work, homework assignments, tests, or quizzes.</p>	<p>On the 1<sup>st</sup> unexcused absence the student will receive a lunch detention.</p> <p>On the 2<sup>nd</sup> and 3<sup>rd</sup> unexcused absence the student will receive a Saturday School detention.</p> <p>On the 4<sup>th</sup> unexcused absence the student will be removed from the course and given the opportunity to take the final exam at the end of the course.</p> <p>If the student earns a 77% or higher on the exam the student will earn credit for the course; however, an AF (Attendance Failure) will be placed on the transcript indicating that the student earned credit, but failed the course due to attendance. The AF will impact the student's GPA as if the student failed the course.</p> <p>If the student does not take the final exam or earns less than a 77% on the final exam the student will earn a No Credit (NC). The NC indicates that the student did not earn credit for the course and the student failed the course. The failure will be computed in the student's GPA as a failure.</p>

## DOCUMENTED AND SCHOOL BUSINESS RELATED ABSENCES

Examples of Absences	Number permitted per class, per semester before consequences apply	Counted in the ten (10) allotted absence per class, per semester	Notifications and Make-Up Policy	Consequence for Attendance Violations
<p><b><u>Documented Absences:</u></b> Absences from school due to approved special circumstances which include:</p> <ul style="list-style-type: none"> <li>• Funeral due to death of a family member</li> <li>• Religious observance</li> <li>• Hospitalization</li> <li>• Homebound</li> <li>• Medical/Health</li> </ul>	Based on information included in required documentation and on the Exception Form.	No—unless the absence is not documented with an Exception Form and any required proper documentation.	Student will work with counselor to create a plan for completing work. Homebound services may be provided if warranted and proper documentation is submitted, per State School Aid Act Section 5-D (MCL 388.1701)	No consequence
<p><b><u>School-Business Absences:</u></b> Absences from a class due to the student's participation in a school-related activity.</p> <ul style="list-style-type: none"> <li>• Missing class to attend a school-related event</li> <li>• Missing class to attend a school-sponsored athletic, academic, or performance activity</li> <li>• A school sponsored field trip</li> </ul>	Five (5)	No—unless the student has more than 5 in a class.	Student must make arrangements with teacher in advance of the absence.	Any school-business absences beyond the allotted five (5) will count as excused absences and will be considered part of the student's ten (10) allotted total absences.

## TARDINESS

Examples of Absences	Number permitted per class, per semester before consequences apply	Counted in the ten (10) allotted absences per class, per semester	Notifications and Make-Up Policy	Consequence for Attendance Violations
<p><b><u>Absences:</u></b> Given to a student when he/she is late to class.</p>	<p>Four (4)</p>	<p>No</p>	<p>The parent will be notified every 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> tardy.</p>	<p>On the 4<sup>th</sup> and 6<sup>th</sup> tardy in a class the student must attend a lunch detention.</p> <p>On the 8<sup>th</sup>, and 12<sup>th</sup> tardy in a class the student must attend Saturday School.</p> <p>On the 16<sup>th</sup> tardy in a class the student will be removed from the course and given the opportunity to take the final exam at the end of the course. If the student earns a 77% or higher on the exam, the student will earn credit for the course; however, an AF (Attendance Failure) will be placed on the transcript indicating that the student earned credit, but failed the course due to attendance.</p> <p>The AF will impact the student's GPA as if the student failed the course. If the student does not take the final exam or earns less than a 77% on the exam, the student will earn a No Credit (NC). The NC indicates that the student did not earn credit for the course and the student failed the course. The failure will be computed in the student's GPA as a failure.</p>

### **TRIP REQUEST**

Trip requests must be made at least three (3) school days in advance of departure in order to allow teachers to provide an approximate outline of materials to be covered during the period of absence. Days missed for trips are charged as excused absences and count according to the ten (10) day policy. *Trip Request Forms* are available in the main office.

### **COLLEGE CAMPUS VISIT**

Whenever possible, visits by high school students to college campuses should be made when school is not in session, such as semester breaks or vacation periods. College visitations are charged as excused absences and count according to the ten (10) day policy. The administration will handle special situations, as they occur, on an individual basis.

### **ABSENCES AND PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES**

Students must be in attendance in at least four (4) classes (excluding lunch) during the school day in order to participate in extra-curricular/school-sponsored activities including practices, games, competitions, and performances.

# PARKING, BICYCLES, VEHICLES

## 8640 USE OF MOTORIZED VEHICLES

Failure of student drivers to observe the District's regulations governing student use of motorized vehicles may result in disciplinary action and denial of parking privileges. School personnel may search motorized vehicles on city/school joint facilities. See Board Policy #8365.

## PARKING

### Cars

Because of the limited number of parking spaces on the high school campus, the following rules are in effect.

Only seniors with 16 credit hours or more will be issued a parking sticker.

Freshman, sophomores, and juniors are not permitted to park anywhere on school campus.

Parking is on a "first come, first served" basis for seniors. Parking for seniors is in the lot on Lake Drive adjacent to the track. If all parking spots in the senior lot are filled when a student arrives at school, he or she must find another place off-campus to park.

Students must park in a legal, designated **student parking** spot. Students may **NOT** park in the following areas:

In the West lot on Bagley. This is reserved for staff.

In front of the building. This area is reserved for office staff, substitute teachers and visitors.

In any fire lane or tow-away zone.

In the lot behind the school. This is reserved for staff.

A car which is not registered or that is improperly parked may be towed at owner's expense.

Parking barricades are not to be removed.

9<sup>th</sup>-11<sup>th</sup> grade students using a parking permit without permission or who repeatedly park illegally on campus will lose the privilege of obtaining a parking permit in his/her senior year.

Persistent illegal parking will fall under *persistent disobedience* and consequences will apply.

### Bicycles

Bicycle racks are provided near the school. For the owner's protection, students should lock bicycles, as the school accepts no responsibility for theft or damage. It is advisable to lock bikes through both wheels. Bicycles are not to be locked to trees, parked in the building or parked near doorways or on handicap ramps so as to obstruct emergency exits. The school personnel will remove any bicycles illegally parked.

## USE OF WHEELED VEHICLES

### Skateboards, Roller Blades, Roller Skates, Scooters (motorized and non-motorized), and Bicycles

City Ordinance (Section 12.3.25) prohibits any person from using a skateboard, roller blades, roller skates, inline skates, scooter, bicycle, tricycle, or similar item, or apply any wax, on any playground equipment, park or school property furnishings (including, but not limited to, railings, stairs, curbs, benches, concrete walls, bike racks, planters, and trash cans), tennis court, the community track, John Collins Park, Canepa community tennis center, Mehney field, Memorial field, Remington field, or any other athletic field.

## **SCHOOL VAN AND BUS RIDERS**

The behavior of students while in transit to or from school or at any co-curricular school sponsored activity will be consistent with the discipline procedures of the regular school day. Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8338 Procedures for Discipline.

The following guidelines apply:

- All parts of the rider's body shall be kept inside the bus
- Riders must remain seated while the bus is in motion
- Unnecessarily loud talking, profanity and inappropriate language are prohibited.
- Riders shall not tamper with bus equipment.
- No smoking, lighting matches, etc. will be permitted on or near the bus.
- Any conduct which diverts a driver's attention from his/her primary job and thus endangers the safety of other riders is prohibited. This can include but is not limited to bullying, harassment, stealing, inappropriate or profane language, fighting and destruction of school property, insubordination, possession and/or concealment of weapons and/or knives and possession and/or concealment of illegal substances.

## **FIELD TRIPS AND EXCURSIONS**

It is the policy of the school to provide supervision for any approved group that represents East Grand Rapids High School at other schools or places of interest. All members of such groups are required to travel together with the coach of the team, the sponsor of the activity, or some other school representative on the way to and from the place visited. Students may be transported to and from events by school owned vehicles under rules established by the Superintendent, provided that the event is a school sponsored or school approved activity. Students may also be transported to or from school events by parents, their designee, other students, or themselves. All such vehicles shall be equipped with seat belts. Students shall wear seat belts as required by law. In the event that school vehicles are used to transport students to or from an activity all passengers are required to use available safety equipment (i.e. seat belts). School buses and vans will not be used unless the activity for which transportation is required is a function of the school and is sponsored or approved by the school District. (Policy 3780). Also, see Policy 4350.

# EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

## DEFINITIONS

There are many activities at East which give students with special interests an opportunity to meet with other students with similar interests. These activities center on students' special interests, school and community projects, and various organizations and clubs. Extra-curricular and co-curricular activities are school-sponsored events whether held on or off school property. Such activities may include meetings and activities, plays, games, meets, banquets, concerts, or performances related to clubs, athletics, or other school based organizations.

### Extra-Curricular Activities

An extra-curricular activity is defined as any activity, not related to a course or class, before or after the school day and/or on the weekend. Extra-curricular activities are a privilege (not a right). The Graduation Ceremony may be considered an extra-curricular activity. A student who is a spectator at an extra-curricular or co-curricular activity is considered a participant of that activity.

### Co-Curricular Activities

Co-curricular activities are associated with a curriculum subject, which in addition to class time involved scheduled requirements, such as concerts or competitions.

### Conduct

Extra-curricular activities are an integral part of the East Grand Rapids Public Schools. Attendance at and participation in them is regarded as a privilege (not a right). While participating in or attending extra-curricular or co-curricular events students are expected to conduct themselves in such a manner as not to bring discredit or embarrassment to the school, the group they represent, or themselves.

### Discipline

For information related to extra-curricular and co-curricular suspensions see Board Policy 8300 Student Code of Conduct.

### Academic Eligibility

High School students who participate in extra-curricular activities are expected to maintain a 2.0 grade point average. Those students participating in high school athletics, which is considered an extra-curricular activity, are further bound by the rules and regulations on the Michigan High School Athletic Association which requires passing four classes in order to participate.

### Extra-Curricular Participation and Enrollment in MySchool@Kent, SuccessLink or Seat-time Waiver Programs

Students enrolled in more than two online classes via MySchool@Kent, SuccessLink, or other seat-time waiver programs, through which instruction is provided by staff outside of the East Grand Rapids Public School's instructional staff may be prohibited from participating in East Grand Rapids High School extra-curricular activities.

### Attendance at School

A student participating in an extra-curricular activity must be in attendance in at least (4) consecutive classes (excluding lunch) during the day in order to be allowed to participate in practice or compete in a contest on that date. A student who is absent because of a school sponsored activity or some other previously approved excuse, other than illness, is considered to be in school for that day for a practice, contest, competition, or performance. A student suspended or expelled from school is not permitted to attend or participate in extra-curricular or co-curricular activities on the day(s) of the suspension or expulsion.

## ATHLETIC PHILOSOPHY

The athletic program in the East Grand Rapids Public Schools shall be an integral part of the educational process. Its purpose is to encourage individual physical fitness, develop a knowledge and appreciation of sports, learn athletic skills, and cultivate good sportsmanship without discriminating on the basis of sex, race, or creed.

In a large sense, the goal of the program is to provide experiences for individuals to help them become self-disciplined, tolerant, loyal and fair, and who, because of these traits, are comfortable with themselves in a competitive society.

To this end, the athletic programs in our schools shall be designed to:

- Stress the importance of team effort, concern for the individual and the pursuit of excellence;
- Counsel students on the value of self-discipline and help them learn to cope with a competitive society;
- Place the needs of children and youth above those of adult satisfaction;
- Develop the abilities to participate ethically, fairly, and cooperatively;
- Emphasize the constructive lessons to be learned from participation on a team;
- Recognize and respect the inherent qualities of each individual;
- Foster good sportsmanship on the part of participants and spectators;
- Strive for programs and facilities which provide comparable athletic opportunities for all;
- Operate within the provisions of the MHSAA and/or the conference to which we belong.

## Sports Available

East Grand Rapids High School provides the opportunity to participate in thirty-four (34) interscholastic sports.

FALL		WINTER		SPRING	
Female	Male	Female	Male	Female	Male
Cross Country	Cross Country	Basketball	Basketball	Crew	Baseball
Field Hockey	Football	Bowling	Bowling	Lacrosse	Crew
Golf	Sailing	Dance	Hockey	Soccer	Golf
Sailing	Soccer	Skiing	Skiing	Softball	Lacrosse
Swim/Dive	Tennis		Swim	Tennis	Track
Volleyball	Water Polo		Wrestling	Track	
			Water Polo		

## ATHLETIC PARTICIPATION

Participation by eligible students in the East Grand Rapids High School interscholastic sports program is voluntary and subject to such reasonable rules and regulations as may be established from time to time by the National Federation, MHSAA, the coaches, the administration, and the Board of Education.

### Pioneer Gold Card

For a student athlete to practice, tryout or participate on any team, they must be issued a Pioneer Gold Card from the Athletic Office for each season of participation. The Pioneer Gold Card ensures that the student athlete has met the minimum requirements of having a current physical examination on file, is academically eligible, has a signed Concussion Awareness Form on file, has completed the Impact Baseline test and form, and has paid the required participation fee(s) associated with the sport. A Pioneer Gold Card is required for each season of participation.

### Distribution of Rules

A copy of rules and regulations governing participation by students in the interscholastic sports program shall be given to each student at the time such students first report for a sports activity each academic year. Coaches may have specific rules applicable to that sports activity.

### Reminder to Parents

The use of undue influence for athletic purposes is a violation of MHSAA Rules. This includes securing or encouraging attendance at East Grand Rapids High School for athletic purposes.



## **Age**

To participate, a student must be under nineteen (19) years of age at the time of the contest unless his or her nineteenth (19th) birth- day occurs on or after September 1st of a current school year, in which case the student is eligible for the balance of that school year.

## **Attendance at School**

Student athletes must attend school regularly. In order to be eligible to participate in the next scheduled practice session or interscholastic sports contest, students must be in attendance for a minimum of four (4) consecutive classes (excluding lunch) unless a pre- arranged absence has been approved by the administration. It is also expected that athletes will be in attendance, and on time for classes the day following an athletic contest.

A student participating in an extra curricular activity, such as athletics, or a co-curricular activity must be in attendance in at least (4) consecutive classes (excluding lunch) during the day in order to be allowed to participate in practice or compete in a contest on that date. A student who is absent because of a school sponsored activity or some other previously approved excuse, other than illness, is considered to be in school for that day for a practice, contest, competition, or performance. A student suspended or expelled from school is not permitted to attend or participate in extra-curricular, athletic, or co-curricular activities on the day(s) of the suspension or expulsion.

## **MHSAA Enrollment**

East Grand Rapids High School, along with more than 700 Michigan high schools, is governed by the Michigan High School Athletic Association, which has its headquarters in East Lansing. All East Grand Rapids inter-scholastic sports teams compete for State Honors in post-season tournaments, most of which are sponsored by the MHSAA. The MHSAA issues the following summary of ELIGIBIL- ITY RULES in order for high school athletes to be eligible to represent their school in interscholastic athletics.

## **Enrollment**

To be eligible for interscholastic athletics at East Grand Rapids High School, a student must be enrolled in East Grand Rapids Public Schools. Students enrolled in more than two online classes via MySchool@Kent, SuccessLink, or other seat-time waiver programs, through which instruction is provided by staff outside of the East Grand Rapids Public School's instructional staff may be prohibited from participating in East Grand Rapids High School extra-curricular activities.

## **Seasons of Competition**

A student may not compete for more than four (4) first and four (4) second semester seasons in a sport beginning in the ninth (9th) grade.

## **Semester of Enrollment**

A student athlete must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight (8) semesters. The seventh and eighth (7th and 8th) semesters must be consecutive. Participation in one (1) or more inter-scholastic athletic contest constitutes a semester of enrollment.

## **Previous Semester Record**

A student athlete must have earned at least 66% of full credit load potential of a full time student during his or her previous regular semester of enrollment.

## **Current Semester Record**

A student athlete's eligibility is checked each marking period, or more frequently when eligibility is tentative (in question). If a student is not passing at least four (4) classes when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is not passing at least four (4) classes, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing four (4) classes from the start of the semester through the most recent eligibility check. A student athlete with a grade point average below 2.0 will be required to attend weekly tutorial sessions in order to maintain eligibility.

### **Transfer Students**

In order to be eligible, a student athlete must have moved to a new school district accompanied by the persons with whom he/she was previously living. It is the responsibility of any transfer student to supply the athletic department with any information regarding athletic letters won at any previously attended schools.

### **Physical Exam**

A student athlete must have passed a satisfactory physical examination for the present school year, which must be on file in the high school athletic office. An **athlete may not practice or participate in any competition** until a valid physical examination form (signed by physician and parent) is on file in the athletic office. Exams for the next year must be completed after April 15th.

### **Equipment**

Athletes will be issued equipment with the provision that it will be returned at the end of the season. Athletes will accept the responsibility for the cost of lost equipment and will make this payment to the athletic office prior to receiving their awards. An athlete may not receive any awards until all issued equipment (or costs of equipment) has been returned to the coach.

### **Uniforms (game and practice)**

Games and practice uniforms will be issued prior to the start of a season (or by contest) and are not to be worn at anytime other than an athletic contest or practice – unless approved by the coach. The rule for *lost equipment* as aforementioned (under equipment) applies to all game and practice uniforms. The athletic department will not provide any athletic shoes for practice or games.

### **Lockers**

If lockers are available in the locker rooms for interscholastic athletes, assignment for lockers will be made prior to the start of the sea- son. Athletes are to remove equipment and clean lockers immediately after the season ends. All lockers need to be available for the start of the next season.

### **Awards**

The athlete must meet the following standards before receiving an award:

- Complete the season as a team member in good standing – as determined by the head coach.
- Participate and contribute to the success of the squad – as determined by the head coach.
- Meet each individual coach's requirements.
- Receiving an award in any sport is at the discretion of the head coach.

### **Student Conduct Policy**

Board Policy #8300 series applies to all athletes. All students receive a copy of this policy at the beginning of the school year.

### **Transportation for Athletics and Field Trips**

Students may be transported to and from events by school owned vehicles under rules established by the Superintendent (Board of Education Policy: Business #3770), provided that the event is a school-sponsored or school-approved activity. Students may also be transported to or from school events by parents, their designee, other students, or themselves. All such vehicles shall be equipped with seat belts. Students shall wear seat belts as required by law. In the event that school vehicles are used to transport students to or from an activity all passengers are required to use available safety equipment (i.e. seat belts). School buses and vans will not be used unless the activity for which transportation is required is a function of the school and is sponsored or approved by the school District.

### **TITLE IX AND ATHLETICS**

All students have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and services. Thus, it will be a violation of policy for the district, board, administration, teachers, or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses or programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy.

# STUDENT CODE OF CONDUCT

## *Board Policy #8300 Series*

NOTE: Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval. These portions are indicated with an asterisk (\*).

### **8300 CODE OF STUDENT CONDUCT** (Policies #8305 – #8397)\*

Students have a responsibility not only to make a maximum effort toward academic achievement, but also must make an effort to behave properly in any school situation. A primary objective of the East Grand Rapids School District is to assist all students in developing into responsible, self-disciplined individuals who exercise full freedom of decision making within their rights of citizenship. The school's responsibility is to support the students through this process recognizing that some students will learn more rapidly than others will.

In addition to observing and understanding all of the rules of conduct of the school and District, students are expected to recognize that there are established channels through which rules and conditions can be reviewed and appealed. Students who operate outside of their legal rights and responsibilities, or who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. In addition, students who violate local, state or federal laws will be referred to the East Grand Rapids Public Safety Department.

#### **Problem Solving Process**

The following process is suggested for problem solving and communication within the district:

- Talk to the Teacher/Coach first.
- If the problem is not resolved, talk to the Principal.
- If the Principal cannot help, talk to the Superintendent.
- If the Superintendent cannot help, the Board of Education may be contacted.

#### **Parent/Guardian Responsibilities**

Parents/Guardians are expected to ensure regular and punctual attendance of their children, establish and maintain appropriate communications with the school and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems.

#### **Teacher Responsibilities**

In addition to providing a good example to students, teachers are expected to:

1. Know and enforce the rules and policies of the school and administer discipline consistently and fairly;
2. Seek conferences with parents and other school personnel in an effort to understand students who present behavioral problems.

#### **Student Responsibilities**

All students are expected to abide by the Code of Student Conduct policies 8305 through 8397 during the school year on school property and at school activities. The school year commences with the first extra-curricular or co-curricular activity, whichever comes first and continues through the end of the school year or the last scheduled extra-curricular or co-curricular activity of the school year, whichever comes last.

#### **Application and Scope of the Student Code of Conduct**

The Code of Conduct covers all students enrolled in The East Grand Rapids Public School System. The Code applies to a student who is on school premises, in a school-related vehicle, or at a school-sponsored activity or trip, or who is using school telecommunication, networks, accounts or other district services. While the School System is not responsible for supervising or regulating off-campus activities, the School System may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline, or general educational environment of The East Grand Public School System.

### **Application of Student Code of Conduct to Extra-Curricular, Co-Curricular, and Athletic Participation**

Students are encouraged to become involved in extra-curricular, co-curricular and athletic activities. Student participation in such activities, including interscholastic athletics, is provided as an opportunity for students as long as they agree to follow the rules and guidelines. In as much as participation is a privilege (not a right), students who violate the guidelines will be subject to the penalties outlined, up to and including suspension from participation in such activities.

### **8305 CONDUCT AND LANGUAGE\***

**NOTE:** Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval.

These portions are indicated with an asterisk (\*).

All students are expected to use acceptable language and demonstrate appropriate conduct. Cursing, obscene or abusive language including remarks intended to demean a person's race, religion, gender, weight, height, national origin, disability or intellectual ability will not be tolerated.

### **Spectator Conduct and Language**

Students represent the school when they are a spectator at a school function or contest. Students are expected to set an example for everyone around them by displaying enthusiastic and respectful behaviors at all times. Courteous behavior and good sportsmanship is required. Any spectator who exhibits poor sportsmanship may be asked to leave the school function and/or may be prohibited from attending future school functions.

### **8310 STUDENT APPEARANCE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable school and/or community standards of health, safety and decency. It is incumbent upon school personnel as well as parents/guardians to so instruct students in this respect.

### **8310-R STUDENT APPEARANCE**

If there is a concern regarding the dress or grooming of a student or students by a Principal during the school year, parent(s)/guardian(s) shall be notified by a note or a phone call explaining the concern and requesting the student and the parent(s)/guardian(s) cooperation. If a principal feels he/she must require immediate modification of a student's dress or grooming, he/she shall make an effort to notify the parent(s)/guardian(s) by phone before sending the student home. If this is not possible, the student may be required to remain in the office.

### **8315 HONESTY**

An essential part of education is developing a sense of honesty, integrity, responsibility, trust, and respect in academic settings and others. Students at East Grand Rapids High School should be aware that the administration and faculty take a very strong stand against malpractice of any kind. There is zero tolerance in regard to malpractice (cheating, plagiarism, collusion, duplication of work, falsification, fabrication, forgery, extortion, lying, stealing, or complicity) in the academic realm. Infractions of this rule will result in punishments ranging from failure of the test or assignment to possible suspension from school and/or extra-curricular activities. Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

Malpractice, including but not limited to, cheating, plagiarism, collusion, duplication of work, falsification, fabrication, forgery, extortion, lying, stealing, or complicity of any kind will not be permitted. Definitions:

**Cheating** - Includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage of any form of academic work. The use or attempted use of an unauthorized assistance during an assessment, with an assignment, or on a project.

**Plagiarism** - Includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. The representation of the ideas or work of another person as the student's own.

**Collusion** - The supporting of malpractice by another student, as in allowing one's work to be copied, used, or submitted by another student.

**Duplication of Work** - The use of the same work for more than one course, assignment, or assessment without clear permission from the teacher.

**Falsification/Fabrication/Forgery** - Includes the verbal or written statement of any untruth; the creation of false data or citations.

**Extortion** - Willful use of any physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student.

**Lying** - Making a statement one knows is false, with the intent to deceive or with disregard for the truth; to give a false impression.

**Stealing** - Taking or appropriating without the right or permission to do and with the intent to keep or improperly use.

**Complicity** - Facilitating any of these preceding actions or performing work that another student then presents as his/her own work. Attempts toward completion of any act described above constitute a violation and may be punishable to the same extent as if the attempted act had been completed.

### **8315-R HONESTY**

If it has been determined that a student may be in violation of Board Policy #8315 Honesty, he/she will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. Subsequent violations will be disciplined progressively and may include suspension from school and/or extra-curricular activities.

If a student engages in academic dishonesty as described in Board Policy #8315 Honesty, he/she may receive a zero on the assignment or assessment and the classroom teacher will notify their parent/guardian. A student may be given an opportunity to complete the assignment or take the assessment to assist the student in mastery of the content; however, the grade may remain a zero. In addition, any student who assists another student in the act of academic malpractice will experience the same consequences. Subsequent violations will be disciplined progressively including possible suspension from school and/or co-curricular activities.

### **8320 STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES**

East Grand Rapids Public Schools encourages students to bring an electronic device to school for use as an educational tool. While in attendance at school students are required to solely use the district's network during the instructional day. Doing so ensures a safe learning environment for all of our students. Failure to comply will result in disciplinary measures. Students may be in possession of electronic communication devices subject to the terms of this policy and the administrative rules of the District. Such devices shall be used for instructional purposes and such use is at the expressed permission of a teacher and/or administrator. Electronic devices shall not be used at school sponsored events where there is a reasonable expectation of quiet attentiveness, where use of the device would cause disruption, unless there is a bona fide health or safety emergency or unless specifically approved by a school official for a special circumstance.

Electronic devices such as, but not limited to: cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc., and their attachments are not permitted for use by students while they are in a classroom or other academic setting unless given explicit permission by a teacher or administrator to use such a device. Misuse of such devices will result in confiscation.

Use of a camera and/or camera/video feature on an electronic device is prohibited in bathrooms, locker rooms, changing areas, or any other spaces where privacy would be expected. In addition, a camera/video feature on an electronic device may only be used for educational purposes. Students violating this policy may be subject to disciplinary action under Board Policy #8383.

### **8320-R STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES**

All electronic devices must be used in accordance with school policy and for educational purposes only. Use of any electronic device that disrupts the learning environment or in any other way violates policy #8320 may result in disciplinary action and/or confiscation of the electronic device. Repeated misuse of electronic devices will result in additional progressive disciplinary consequences under Board Policy #8380 Persistent Disobedience.

### **Guidelines for Student Use of Electronic Communication Devices**

- Students are expected to turn off/silence all electronic communication devices upon entering a classroom. Use of all electronic devices during class is at the expressed permission of a teacher or administrator. Such devices may not be used during class until instructed to do so.
- Misuse of electronic devices (cell phones, iPods, cameras, tape/CD players, video games, video players, MP3 players, etc.) will result in the following:

**First offense:** Building Administrator and/or Assistant Principal will keep the electronic device until the end of the school day.

**Second:** Building Administrator and/or Assistant Principal will keep the electronic device until a parent conference is held.

**Third:** Building Administrator and/or Assistant Principal will keep the electronic device for 5 school days. A parent meeting must also be held at the end of the 5 days.

**Further:** Will result in additional progressive discipline under Board Policy #8380/Persistent Disobedience.

- Students are required to solely use the district's network during the instructional day.
- Electronic devices shall not be used to record individuals in a locker room, bathroom, or any other spaces where privacy would be expected. Unauthorized recording or distribution of pictures, video, and audio are prohibited.
- Students may not use any electronic device for academic misconduct.
- Students may not use any electronic device to record a staff member without the express permission from the teacher.

### **TECHNOLOGY CODE OF ETHICS**

The use of technology in the East Grand Rapids Public Schools is an opportunity extended to students, faculty, and staff to enhance learning, productivity, and information processing. The computer hardware and software of the East Grand Rapids Public School shall be used solely for educational purposes specified by the Board of Education and staff of the East Grand Rapids Public Schools. The use of computer and related equipment and software for the purpose of sending or receiving information or images of a prurient nature is expressly prohibited.

#### **Rights**

Students and Staff:

- May use hardware and software, and network services which they have received permission to use;
- May access information from resources outside the school district; and
- May access the Internet to receive and send information.

#### **Responsibilities**

Students and staff are responsible for:

- Utilizing information technology only for educational purposes, including, but not limited to, the attainment of outcomes, goals and objectives specified in curriculum documents of the district or otherwise delineated by teachers, administrators, and the Board of Education;
- Using hardware and software, and network services in a manner that enables its ongoing usage;
- Adhering to the rules, including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks in the school;
- Obtaining permission from a school official before bringing in their own software and using it on school equipment;
- Avoiding installing computer viruses or enabling the spread of such viruses on school equipment;
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords;
- All material received from sources outside the school district, including the Internet, under their user accounts and for accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity

of the school's network, equipment, or software from entering the school;

- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission or copying of text or files;
- Avoiding using the technology for personal or private business, for product advertisement, or political lobbying; and
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.

### **Disciplinary Action**

Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:

- Banning the use of school information technology;
- Making full financial restitution for any unauthorized expenses incurred or any damages caused;
- Attending training sessions; and
- Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school system up to dismissal from employment, litigation, or expulsion from school.

## **COMPUTER NETWORK**

The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the internet for students, staff and members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals. Use of the 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 any computer equipment.

### **District Accounts**

The Board authorizes the Superintendent to provide user accounts for students, staff, and members of the Board, to access to the District computer network and the internet, including electronic mail and file server space for developing and publishing material on the worldwide web or other networked computer media. 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.

District accounts and all use of District computer 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. Electronic mail in district accounts will not regularly be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's rules and policies. 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.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures such as internet filters shall be used to block or filter internet, or other forms of electronic communications including access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the East Grand Rapids Public Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure,

use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all staff members to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

### **Privacy**

The School 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 5180-Unauthorized Release of Information and 8940-Student Records.

### **System Integrity**

The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer 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.

### **Network Use**

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published on the district web site for students, parents, staff, and Board members.

The rules/procedures shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the District's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyber bullying, understanding cyber bullying is a violation of District policy, and learning appropriate responses if they are victims of cyber bullying. (Cf. 5202 and 8260)

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not 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.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to 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 other than non-violent civil disobedience.
- The District shall maintain a limited public access system for the purpose of allowing visitors to the district to access internet services. This system will utilize a publically known user and password and be activated or deactivated at the district's discretion. The public access system will not be available for student use at any district building during school hours.
- Students are required to solely use the district network during the instructional day.



## Limiting Access

The administration may make use of technology which attempts to block access by individual users to networked computers, 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 state statute. Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

## 8330 DISCRIMINATORY HARASSMENT OF STUDENTS\*

NOTE: Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval.

These portions are indicated with an asterisk (\*).

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individuals' gender, race, color, national origin, genetic information (GINA), religion, height, weight, marital status, handicap, age, or disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal. If it relates to the Principal or Assistant Principal, the complaint should be filed with the Assistant Superintendent of Instruction or the Assistant Superintendent of Business:

East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
Phone: 616-235- 3535

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education  
East Grand Rapids Public Schools  
Grand Rapids, MI 49506  
Phone: 616-235- 3535  
2915 Hall Street SE

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on gender, race, color, national origin, genetic information (GINA), religion, height, weight, marital status, handicap, age, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

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

- Unwelcome conduct of a sexual nature
  - Examples: Unwelcome sexual advances, requests for sexual favors, other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence (OCR Dear Colleague Letter – April 4, 2011)

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights  
600 Superior Avenue, Suite 750  
Cleveland, OH 44114  
Phone: (216) 522-4970 Fax: (216) 522-2573

### **8330-R DISCRIMINATORY HARASSMENT** (Staff and Students)

Title IX prohibits harassment of both male and female students/staff regardless of the sex of the harasser – i.e., even if the harasser and target are members of the same sex. It also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Thus, it can be sex discrimination if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or failing to conform to stereotypical notions of masculinity and femininity. Title IX also prohibits sexual harassment and gender-based harassment of all students, regardless of the actual or perceived sexual orientation or gender identity of the harasser or target.

Although Title IX does not prohibit discrimination based solely on sexual orientation, Title IX protects all students, including lesbian, gay, bisexual, and transgender (LGBT) students, from sex discrimination. When students are subjected to harassment on the basis of their LGBT status, they may also be subjected to forms of sex discrimination prohibited under Title IX. The fact that the harassment includes anti-LGBT comments or is partly based on the target's actual or perceived sexual orientation does not relieve a school of its obligation under Title IX to investigate and remedy overlapping sexual harassment or gender-based harassment.

Administrators and professional staff are directed to thoroughly investigate any allegations of gender-based harassment.

Any questions concerning whether alleged conduct might involve gender-based harassment/sex discrimination should be promptly brought to the District Compliance Officers.

#### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers"; ("Civil Rights Coordinators" or CO').

Mrs. Jenny Fee  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
jfee@egrps.org  
(616) 235-3535 x4120

Mr. Tim Johnston  
East Grand Rapids Public Schools  
2211 Lake Drive SE  
Grand Rapids, MI 49506  
tjohnsto@egrps.org  
(616-235- 7593 x5450

Mr. William Behrendt  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
wbehrend@egrps.org  
(616) 235-3535 x4130

Mr. Kevin Philipps  
East Grand Rapids Public Schools  
2915 Hall Street SE  
Grand Rapids, MI 49506  
kphilipps@egrps.org  
(616) 235-3535 x412

## 8331 BULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating behavior.

### A. Prohibited Conduct

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be 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:
  - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
  - b. 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 or physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

### B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). Confidentiality will be assured for any individual who reports an act of bullying. If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

A school employee, school volunteer, pupil, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in the school district's or public school academy's policy and who makes this report in compliance with the procedures set forth in the policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. However, this immunity does not apply to a school official who is designated under subsection F, or who is responsible for remedying the bullying, when acting in that capacity.

### C. Investigation

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

### D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Students will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency

- Permanent expulsion from the School District

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Publication of Policy

Notice of this policy will be annually discussed with students and incorporated into the teacher, student, and parent/guardian handbooks.

## Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action. For further definition and instances that could possibly be construed as Harassment, see policy 8330; Hazing, see Policy 8332.

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

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

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

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**"Cyberbullying"** means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

**"Staff"** includes all school employees and Board members.

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

**"Telecommunications access device"** and **"telecommunications service provider"** mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

### **8332 HAZING\***

**NOTE:** Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval.

These portions are indicated with an asterisk (\*).

#### **Hazing Prohibited**

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. "Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities;
- Conference with parent(s)/guardian(s);
- Suspension for up to 10 days;
- Long term suspension for the remainder of the school term;
- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year;
- Referral to an appropriate law enforcement agency; and/or
- Permanent expulsion from the School District.

"Hazing", as defined by state law, is also a crime in the state of Michigan. In addition to possible prosecution by the local authorities if a student violates this law, the student will also be subject to disciplinary action under this policy.

### **8340 THEFT AND VANDALISM**

The Board of Education will not be responsible for damage, theft, and vandalism to any equipment or property other than its own, except under unusual circumstances. The Board of Education will not be responsible for damages caused to equipment, apparel, textbooks, and other items loaned to students. The parent(s)/guardian(s), and/or the student, will be liable for damages caused while this equipment is in possession of said student.

The East Grand Rapids Board of Education offers a reward of up to \$100.00 for information leading to the arrest and conviction of individuals involved in acts of vandalism to East Grand Rapids School property.

It is the policy of the East Grand Rapids Board of Education to authorize the Principal of any school to suspend immediately for up to ten (10) days (following the due process procedures) and/or recommend expulsion of any student who can be held responsible for his/her actions and who commits any act of theft or vandalism on the East Grand Rapids school property

### **8345 ASSAULTS COMMITTED BY STUDENTS\***

**NOTE:** Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval.

These portions are indicated with an asterisk (\*).

This policy shall govern the practices followed by East Grand Rapids Schools in connection with a student's conduct in a class, subject or activity in which a student may be suspended and/or expelled as required under the Michigan Compiled Laws.

Physical Assaults:

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a District employee or against a person engaged as a volunteer, as defined by Board policy, or contractor for the District on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

For the purpose of this policy, "physical assault" shall be defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Reinstatement:

The parent(s)/guardian(s) of a permanently expelled student, or an emancipated permanently expelled student may petition the Board for reinstatement after 150 school days. The individual shall not be reinstated before 180 school days have expired. The Board shall provide all due process rights to reinstatement as outlined in Student Conduct Code Policy 8300.

Verbal Assaults:

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer (as defined by Board of Education policy) or contractor for the District shall be expelled by the Board for up to 180 school days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assaults Committed Against Other Students

The Board shall expel a student in grade 6 or above for up to 180 school days if the student commits a physical assault, as defined by MCL 380.1310(3)(B), against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

**Consideration of Factors**

Prior to expelling a student for arson, criminal sexual conduct, physical assault, verbal assault, and/or bomb threats, the Board shall consider each of the following factors:

- 1) The student's age.
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil.
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

**If, after such consideration, the Board determines a lesser intervention than expulsion is appropriate, than the Board may proceed with a lesser intervention.**

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services or those students suspected of having a handicap (Sec. 504).

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures

for Discipline as outlined in Board Policy #8383.

### **8350 TERRORISTIC THREATS/ACTS**

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person.

The Board prohibits any District student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the East Grand Rapids Schools, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity and hereby adopts a "zero tolerance" of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act and to initiate or recommend the most serious disciplinary action available under the law for such threats or acts. Staff members and students shall be responsible for informing the teacher or counselor or building principal/designee or the Superintendent regarding any information or knowledge relevant to a possible or actual threat or act. Students or staff who do not report such incidents are subject to discipline under either Board Policy #8383 or staff discipline procedures.

When the Superintendent has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The Superintendent/designee shall immediately suspend the student.
- The Superintendent/designee shall promptly report the incident to the Board President.
- Based upon further investigation, the Superintendent will determine whether the student shall be reported to law enforcement officials.
- The Superintendent, based upon further investigation, shall recommend expulsion of the student, if appropriate, to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

### **8355 WEAPON-FREE SCHOOL**

A student or visitor shall not bring a weapon to East Grand Rapids Public schools, MCL 380.1311; 380.1313. The Gun-Free Schools Act of 1994 established the guidelines for the policy, 20 USCA §8921. 18 USCA §921 defines "firearm" as:

- Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or silencer, or destructive device, including bombs, rockets, or any other explosive type devices. Such term does not include an antique firearm. The term "destructive device" means:
  1. any explosive, incendiary, or poison gas
    - a. bomb,
    - b. grenade,
    - c. rocket having a propellant charge of more than four ounces,
    - d. missile having an explosive or incendiary charge of more than one-quarter ounce,
    - e. mine, or

- f. device similar to any of the devices described in the proceeding clauses;
2. any type of weapon 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 any destructive device described in subparagraph (1) or (2) and from which a destructive device may be readily assembled. Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

### **8360 SAFETY**

All students are expected to comply with the state and federal laws and local ordinances pertaining to the possession of weapons or explosives, the approved safety and fire codes, and laws pertaining to civil disobedience. All criminal activities are prohibited including but not limited to the following:

- the possession or use of firecrackers, slingshots, fireworks, squirt guns, smoke guns, knives, razors and other items which, in the principal's discretion, could do injury to persons or property;
- violation of approved safety and fire codes;
- engaging in acts of civil disobedience;
- setting false fire alarms or acts of arson;
- physical attacks, fighting, extortion and/or threats or activities which endanger the safety or well-being of others

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383. The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

### **8363 CRIMES COMMITTED BY STUDENTS**

MCL 380.1308 requires law enforcement agencies, throughout the calendar year, to make a report to school districts of incidents reported to the law enforcement agency that allege the commission of a crime and that, according to the incident report, either occurred on school property or within 1,000 feet of the school property or involved a pupil or staff member of the school as a victim or alleged perpetrator. Similarly, school districts are required to provide the local law enforcement agencies with information regarding incidents that have occurred at school that are required to be reported according to the statewide school safety information policy.

If the Superintendent/designee receives information from a law enforcement agency that a student has committed a crime reportable under MCL 380.1308, and he/she determines that the alleged actions of the student could potentially pose a threat to the school community, the Superintendent:

- a. Shall request a meeting with the student, parent(s)/guardian(s) of the student, law enforcement officials, and school personnel to determine if the student poses a threat to the school community. Under MCL 380.1308, the parent(s)/guardian(s) are required to provide the school with access to information regarding the crime committed or allegedly committed.
- b. May recommend to the Board of Education a suspension, expulsion, or alternative placement of the student in an appropriate educational setting of over 10 days after consideration of the information gathered under paragraph "a" above.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with Special Education rules.

The student and/or the parent(s)/guardian(s) may appeal the Board of Education's decision to the Kent County Circuit Court or the United States District Court for the Western District of Michigan



## **8365 SEARCHES OF MOTORIZED VEHICLES, LOCKERS, AND STUDENTS**

Searches of lockers, motorized vehicles and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school/joint facilities property.

### **Search of Lockers**

Each student is assigned a locker which is the property of the school district. Although the student has responsibility for locker contents, the school has right of assignment and has the right to inspect lockers at any time. Lockers and locks are also provided for students in the gymnasium area for students enrolled in physical education class. Students are strongly encouraged to lock their possessions while in physical education class or other activities. The school is not responsible for lost or stolen items. Parents/guardians and/or students should notify the police in case of stolen items.

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Students are prohibited from placing locks on any locker without the prior approval of the Principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parental/guardian or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to: Firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substances analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items or of items required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent/guardian of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

### **Search Of Motorized Vehicles**

Student use of a motorized vehicle on school/joint facilities property is a privilege. Motorized vehicles brought onto school property, city, or joint facilities by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspect that the contents of the motorized vehicle may present a threat or potential threat to the health, safety or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

### **Search of the Person**

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal or designee is authorized to search students. All searches shall be carried out in the presence of an adult witness.

#### **Strip Searches**

School authorities shall conduct no strip searches.

## **Law Enforcement Searches**

School officials shall cooperate with law enforcement officers who seek to execute a search warrant.

### **8365-R SEARCHES OF MOTORIZED VEHICLES, LOCKERS, AND STUDENTS**

#### **Search of Lockers**

The lockers in the schools of the District shall be under supervision of the building Principal or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the Principal or designee. Students are responsible for the content of their lockers and should not share lockers, or divulge locker combinations unless authorized to do so.

The building Principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/She may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Law enforcement officers may be asked to assist, but school officials must supervise searches that school officials instigate pursuant to policy 8365.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the Principal shall immediately take such person to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the Principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building Principal is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The Principal shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the building Principal, unless and until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

#### **Search of Motorized Vehicles**

The building Principal or designated representative may search any motorized vehicles brought onto school or Joint Facilities premises, or property used by the School District for a school-related purpose by a student at any time upon reasonable suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety and welfare of students, personnel or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, alcohol or other matter prohibited by law or school regulations from being on school property or in student possession. Such search may be made without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long term suspension or expulsion.

Prohibited items recovered from motorized vehicles shall remain in the custody of the building Principal, unless and until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

#### **Search of the Person**

When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, or that violates the law or school regulations, that student shall be ordered to report to the building Principal's office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff.

It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the student's exhibiting objects associated with drug use or the student's exhibiting such objects as bullets or a knife sheath which could be associated with dangerous weapons.

Once in the Principal's office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. Items that the building Principal believes may be connected with illegal activity or violate school regulations may remain in the custody of the building Principal, unless and until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building Principal shall notify the student's parent(s)/guardian(s) and request that they come to the school at once. The building Principal shall advise the parent(s)/guardian(s) of the situation. If the parent(s)/guardian(s) refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building Principal shall determine if a search warrant is needed. If a search warrant is not needed or unavailable, the building principal shall suspend the student from school for a period of time commensurate with the suspected violation of the student code of conduct under investigation. If a warrant is needed and available, the principal shall notify law enforcement officials and inform them of the facts, which provide reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if one is issued. Once the building Principal has relinquished control of the student to the law enforcement officials, the building Principal or representative shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property, to the extent permitted the law enforcement officer in charge.

### **8370 INTERROGATION AND INVESTIGATIONS CONDUCTED IN SCHOOL**

It shall be the policy of the District that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. Administration and school personnel may interrogate students and conduct investigations.

### **8375 INTERROGATION OF STUDENTS BY LAW ENFORCEMENT PERSONNEL**

If there is interrogation of students by a law enforcement officer on school property, school officials are required to notify the parent or legal guardian of a minor pupil who is a victim or witness when law enforcement authorities interview the pupil.

### **8378 FAILURE TO COMPLY AND INTERFERENCE**

All students are expected to comply with the directions of an administrator, teacher, or support staff members acting in performance of his/her duties. Students who fail to comply with such directions and/or interfere with school personnel carrying out their duties will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

### **8380 PERSISTENT DISOBEDIENCE**

Students who commit repeated acts of insubordination or disrespect to administrators, teachers, or support staff members will be disciplined.

8380-R Persistent Disobedience

First Offense: A one to three (3) day suspension without credit

Second Offense: Three (3) to ten (10) day suspension without credit.

Third Offense: A recommendation from the Principal or Assistant Principal for disciplinary action up to and including expulsion.

### **8381 – EMERGENCY RESTRAINT AND SECLUSION**

East Grand Rapids Public Schools has adopted the State of Michigan's Public Acts 394-402 of 2016 regarding the use of emergency restraint and seclusion. Seclusion and/or restraint will only be used to ensure the safety of a

student or others. East Grand Rapids Public Schools adheres to the following objectives established within Public Acts 394-402:

- (a) Promotes the care, safety, welfare, and security of the school community and the dignity of each pupil.
- (b) Encourages the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- (c) Ensures that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

### **8385 SUSPENSIONS AND EXPULSIONS REQUIRED BY STATE**

The Board will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

#### **Weapons, Arson, Criminal Sexual Conduct**

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

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

#### **Physical and Verbal Assault**

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

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

#### **Bomb Threats**

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

Definition of physical and verbal assault, and 'at-school' can be located in policy 8345.

#### **Consideration of Factors**

Prior to expelling a student for arson, criminal sexual conduct, physical assault, verbal assault, and/or bomb threats, the Board shall consider each of the following factors:

- 8) The student's age.
- 9) The student's disciplinary history
- 10) Whether the pupil is a student with a disability
- 11) The seriousness of the violation or behavior committed by the pupil.
- 12) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 13) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 14) Whether a lesser intervention would properly address the violation or behavior committed by the student.

**If, after such consideration, the Board determines a lesser intervention than expulsion is appropriate, than the Board may proceed with a lesser intervention.**

Consideration of such factors does not apply to a student being expelled for possessing a firearm in a weapon free school zone.

#### **Alternative Services**

An expelled or suspended student may be enrolled in the (District to choose: District's Alternative Education Program; or Evening High School) upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor may apply for reinstatement in accordance with procedures set forth in the Michigan Department of Education Pupil Accounting Manual.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct, or assault upon an employee, volunteer, or contractor may also petition the Board for reinstatement.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's right to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

## STUDENT CODE OF CONDUCT POLICY #8335: **UNLAWFUL SUBSTANCES AND OTHER CRIMINAL ACTS**

### **8335 UNLAWFUL SUBSTANCES AND OTHER CRIMINAL ACTS**

All students are expected to abide by this conduct policy regarding use of unlawful substances, or those represented as such. All students are prohibited from the use, possession, purchase, sale or distribution of any form, or those represented as such, of alcohol, inhalants, marijuana, illicit drugs, drug paraphernalia, tobacco, non-tobacco nicotine products, or inhalation-type products or paraphernalia. Inhalation-type products include, but are not limited to, vaping instruments, electronic cigarettes, dissolvable, chewing tobacco, mods, or hookahs.

#### Application and Scope

The policy will apply to all students and their involvement in school, extra-curricular, school-sponsored, and athletic activities of the East Grand Rapids Public Schools. The policy applies to all students at any place and at any time. The policy will apply on a 12-month basis, beginning with enrollment in the district and ending with high school graduation or the last scheduled extra-curricular and/or co-curricular activity of the school year of graduation, whichever comes last.

Students who attend school or a school-sponsored event on or off school property under the influence of an unlawful substance will be considered to be in possession of such substance on-campus and thus subject to penalties under 8335-R II.

Those who violate Board policy and/or school rules will be subject to disciplinary action under the Procedures for Discipline as outlined in Board Policy #8383.

### **8335-R UNLAWFUL SUBSTANCES AND OTHER CRIMINAL ACTS**

If it has been determined that a student is unlawfully using, possessing, purchasing, selling or distributing unlawful substances, or those represented as such, the Suspension Procedures (Policy 8390) shall be followed. In addition, the school will seek to recommend appropriate education or counseling programs. Tobacco or inhalation-type products and non-tobacco nicotine violations will be disciplined progressively. Second and subsequent violations of Policy #8335 not related to tobacco or non-tobacco nicotine products, or inhalation-type products will be disciplined progressively and according to the location and type of the most recent offense.

Offenses involving illegal substances will be cumulative for two (2) years from the date of the offense. An offense occurring after the two-year window will be disciplined and reported as if the offense is a first offense; however, all violations of #8335 remain in the student's file and on record.

#### REPORTING TO POST-SECONDARY INSTITUTIONS

School personnel are prohibited from reporting student discipline to post-secondary institutions, unless the school administration deems a discipline violation to be of a significant criminal nature or one that involves a significant threat to the safety of the individual or others. Such violations may include, but are not limited to, weapons, violence, or the delivery of a controlled substance. Such discipline violations will be reported when in the judgment of the school it would be irresponsible or unprofessional not to do so. School personnel, specifically counselors, when presented with an application question regarding a student's discipline, will mark the option "school policy prevents me from reporting" for all students unless the discipline violation is of a significant criminal nature or involves a significant threat to the safety of the individual or others.

#### **Use of A Breathalyzer**

It is the belief of the EGRPS Breathalyzer Committee, after studying and reviewing material related to the breathalyzer, that the use of a breathalyzer at East Grand Rapids High School will be a deterrent to alcohol use when students are informed that the school will use it to determine sobriety. The committee further holds that the use of the breathalyzer will allow students who are suspected of alcohol use at school or school-sponsored activities to prove their innocence.

**LIMITATIONS OF REVIEW**

Administrators observe the right to decline to investigate a report if a significant amount of time has lapsed and/or if the administration is unable to conduct an adequate investigation.

**Suspension from Extra-Curricular Activities**

A student prohibited from extra-curricular activities shall not attend or participate in contests, games, meets, banquets, and/or performances. A student prohibited from extra-curricular or school-sponsored activities is permitted to attend practices. Scrimmages are considered practices.

**8335-R: PENALTIES FOR VIOLATIONS INVOLVING TOBACCO, NON-TOBACCO NICOTINE PRODUCTS, OR THOSE REPRESENTED AS SUCH**

THE FOLLOWING CONSEQUENCES APPLY TO ALL STUDENTS ON SCHOOL GROUNDS OR AT ANY SCHOOL ACTIVITY/EVENT:

I. PENALTIES FOR USE, POSSESSION, SALE, DISTRIBUTION, OR PURCHASE FOR DISTRIBUTION OF TOBACCO, NON-TOBACCO NICOTINE PRODUCTS, INHALATION TYPE PRODUCTS, OR THOSE REPRESENTED AS SUCH

Offense	First Offense	Second Offense	Third/Repeated
POSSESSION OR USE:	The student will receive up to a one (1) day school suspension and a three (3) day suspension from any extra-curricular or school-sponsored activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.	The student will receive a one (1) day suspension from school and a seven (7) day suspension from school-sponsored and extra-curricular activities. The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.	The student will receive a two (2) day suspension with a fourteen (14) day suspension from school-sponsored and extra-curricular activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.
Sale, Distribution, or Purchase for Distribution	The student will receive up to a three (3) day suspension from school, plus a seven (7) day suspension from any extra-curricular or school-sponsored activity. Tobacco/non-tobacco nicotine products and related paraphernalia will be confiscated.	The student will receive a five (5) day suspension from school and a fourteen (14) day suspension from school-sponsored and extra-curricular activities. The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.	The student will receive up to a ten (10) day suspension with a twenty-eight (28) day suspension from school-sponsored and extra-curricular activities. Tobacco/non-nicotine tobacco products and/or related paraphernalia will be confiscated.

# 8335-R: PENALTIES FOR ON-CAMPUS SUBSTANCE ABUSE VIOLATIONS

THE FOLLOWING CONSEQUENCES APPLY TO ALL STUDENTS WHO VIOLATE THE POLICY ON SCHOOL DISTRICT PROPERTY OR AT ANY SCHOOL DISTRICT ACTIVITY OR EVENT

Offense	First Offense	Second Offense	Third/Repeated
<p><b>POSSESSION OR USE: ALCOHOL AND OR MARIJUANA</b></p> <p>Penalties for possession or use of alcohol or marijuana and those represented as such:</p>	<p>The student will receive a five (5) day suspension from school. The student will receive a fourteen (14) day suspension from extra-curricular and school-sponsored activities.</p> <p>The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the fourteen (14) day suspension.</p>	<p>The student will receive an eight (8) day suspension from school. The student will receive a twenty-eight (28) day suspension from extra-curricular and school-sponsored activities.</p> <p>The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension.</p>	<p>The student will receive a ten (10) day suspension from school and/or recommendation for permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from extra-curricular and school activities for not less than twenty-eight (28) days.</p> <p>The student may continue to attend practice during an extra-curricular suspension at the completion of the school suspension.</p>
<p><b>POSSESSION OR USE: INHALANTS, ILLICIT DRUGS, OR DRUG PARAPHENALIA</b></p> <p>Penalties for possession or use of inhalants, illicit drugs, drug paraphernalia, or those represented as such:</p>	<p>The student will receive a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from extra-curricular and school-sponsored activities for fourteen to twenty-eight (14-28) days.. The student may continue to attend practice during an extra-curricular suspension at the completion of the school-suspension. The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.</p>	<p>The student will receive a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight (28) to ninety (90) days.*</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities/privileges after the twenty-eight (28) to ninety (90) day suspension.*</p>	<p>The student will receive a ten (10) day suspension from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools. The student will be prohibited from extra-curricular and school-sponsored activities for one (1) calendar year.</p> <p>After this time, the student may appeal to the principal for reinstatement to extra-curricular and school-sponsored activities. This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches; teachers and community representatives that indicate the student should be reinstated</p>
<p><b>SALE, DISTRIBUTE OR PURCHASE FOR DISTRIBUTION: ALCOHOL, MARIJUANA, INHALANTS, ILLICIT DRUGS, OR DRUG PARAPHENALIA</b></p> <p>Penalties for selling, distributing, or purchasing for distribution any form of alcohol, inhalants, marijuana, illicit drugs, or drug paraphernalia, or the intent to do any such acts:</p>	<p>The student will receive a minimum of a ten (10) day suspension from school and/or a recommendation of up to and including permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight (28) days or for the duration of the suspension/expulsion.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.</p>	<p>The student will receive a minimum of a ten (10) day suspension from school with a recommendation for permanent expulsion from East Grand Rapids Public Schools.</p> <p>The student will be prohibited from extra-curricular and school-sponsored activities during the duration of the suspension.</p>	



# 8335-R: PENALTIES FOR OFF-CAMPUS SUBSTANCE ABUSE VIOLATIONS

FOLLOWING CONSEQUENCES APPLY TO **ALL** STUDENTS WHO VIOLATE THE POLICY, **ANYTIME** (*12 months a year*), **ANYWHERE**

Offense	First Offense	Second Offense	Third/Repeated
<p><b>POSSESSION OR USE: ALCOHOL OR MARIJUANA</b></p> <p>Penalties for possession or use of alcohol or marijuana or those represented as such:</p>	<p>The student will receive a fourteen (14) day suspension from extra-curricular and school-sponsored activities. The student may continue to attend practices.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school sponsored activities privileges after the fourteen (14) day suspension.</p>	<p>The student will receive a twenty-eight (28) day suspension from extra-curricular and school sponsored activities. The student may continue to attend practices.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular activities privileges after the twenty-eight (28) day suspension.</p>	<p>The student will be prohibited in extra-curricular and school sponsored activities for not less than twenty-eight (28) days. After this time, the student may appeal to the principal for reinstatement to extra-curricular and school sponsored activities.</p> <p>This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches, teachers, and community representatives that indicate the student should be retained.</p>
<p><b>POSSESSION OR USE: INHALANTS, ILLICIT DRUGS, OR DRUG PARAPHENALIA</b></p> <p>Penalties for possession or use of inhalants, illicit drugs, drug paraphernalia, or those represented as such:</p>	<p>The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight (28) days.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof or enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight (28) day suspension.</p>	<p>The student will be prohibited from extra-curricular and school-sponsored activities for twenty-eight to ninety (28-90) days.</p> <p>The student must participate in an approved substance abuse/decision making education program or present proof of enrollment in the program in order for the student to regain extra-curricular and school-sponsored activities privileges after the twenty-eight to ninety (28-90) day suspension.</p>	<p>The student will be prohibited from extra-curricular and school-sponsored activities for one (1) calendar year. After this time the student may appeal to the principal for reinstatement to extra-curricular and school sponsored activities.</p> <p>This could include additional substance abuse educational programs or counseling, community service, and/or recommendations from coaches, teachers, and community representatives that include the student should be reinstated.</p>

### **8383 PROCEDURES FOR DISCIPLINE**

If it is believed that a student did violate the policy on expectations for student behavior, the Principal/designee will discuss with the student, the specific charges and appropriate disciplinary action. The student will be allowed to explain and defend his/her conduct. This discussion may also involve a teacher, counselor, coach, athletic director and/or other extra-curricular/co-curricular leader. Students will be disciplined fairly and consistently.

Following this discussion, the Principal/designee will determine if the student has violated school policy and if so, will determine appropriate disciplinary action. The student will be notified immediately of the decision and the parent/guardian will be notified subsequently of the decision. If the discipline includes a suspension, the procedures listed under suspensions (Policy 8390) shall be followed.

In addition, the Board or its designee(s) shall consider the following factors when determining discipline for a student in violation of Board Policy:

- 1) The student's age.
- 2) The student's disciplinary history
- 3) Whether the pupil is a student with a disability
- 4) The seriousness of the violation or behavior committed by the pupil.
- 5) Whether the violation or behavior committed by the student threatened the safety of any pupil or staff member.
- 6) Whether restorative practices will be used to address the violation or behavior committed by the student.
- 7) Whether a lesser intervention would properly address the violation or behavior committed by the student.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with Special Education rules. Disciplined students who violate local, state, or federal laws will be referred to the City of East Grand Rapids Public Safety Department.

#### **Appeals of Extra-curricular Activity Suspensions**

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding an extra-curricular and/or school-sponsored activity suspension within two (2) school days to the building principal. Extra-curricular suspensions may not be appealed beyond the building principal.\*

#### **Appeals of School Day Suspensions**

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding a school day suspension within two (2) school days to the Superintendent/designee.\*

If dissatisfied with the Superintendent's decision, appeal may be made in writing to the Board of Education within three (3) school days. The Board President shall then designate a committee of three (3) Board members to review the appeal. If the committee does not uphold the discipline action, the committee's recommendation proceeds to the full Board. Any action by the Board will be made in open session, and the student's name will not be made public as required by law. The student or student's parent/guardian may request a closed hearing to consider the student's discipline, suspension, or dismissal.

If the student's behavior results in a legal action, school officials have the option to delay school disciplinary action until the student's case has been adjudicated, or disciplinary action may be immediately imposed based on the best interests of the educational program and/or staff and student safety.

### **8390 SUSPENSION PROCEDURES**

#### **Suspension Procedures by a Teacher**

This policy shall govern the practices followed by East Grand Rapids Schools in connection with a student's conduct in a class, subject or activity for which a pupil may be suspended as required under MCL 3 80. 1, Section 1309, subsections 1 and 2. A suspension means to exclude a student from school and/or extra-curricular activities for disciplinary reasons for a period of fewer than 60 school days.

The purpose of this policy is to provide guidelines for which a teacher may cause the pupil to be suspended from class, subject or activity for up to one (1) full school day.

- a. A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.
- b. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.
- c. Any student suspended from the same class, subject, or activity for ten accumulative school days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspensions of more than 10 school days.

### **Applications to Students with Disabilities**

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services and for those suspected of having a handicap (Sec 504).

### **Suspension Procedures by Principal/Designee**

The procedures for discipline outlined in Board Policy 8383 will precede the decision for suspension.

The building Principal is authorized by the Board of Education to suspend a student for up to ten (10) days for violation of the Board Policy #8300 (Student Conduct Policy). With Board of Education approval, the Principal/designee may suspend a student for more than 10 days.

- A. Students and parent(s)/guardian(s) shall be informed of specific charges which could be the basis for suspension or other disciplinary action, and will have an opportunity to respond to the charges.
- B. A student and the parent(s)/guardian(s) must be given an opportunity for a hearing with the appropriate school administrator to:
  - Contest the facts that may lead to suspension or other disciplinary action;
  - Contest the appropriateness of the sanction imposed by a disciplinary authority.
- C. Notwithstanding any of the foregoing, a building administrator shall have authority to remove a student from school for a temporary period not to exceed ten (10) school days while the procedures contemplated herein are being invoked if in his/her judgment the nature of the conduct involved would constitute a danger to persons, or property, or be unduly disruptive of the ongoing educational program.
- D. A student suspended for disciplinary reasons may not receive credit for daily work (i.e., homework, quizzes, etc.). Students shall be given the opportunity to earn credit for exams, quizzes, tests and major projects.
- E. Students who are under school day suspension are not allowed on school property or in any school building during school hours nor shall they attend any school activity, function or event held by the schools on or off school property.

Disciplined students with disabilities under Individuals with Disabilities Educational Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, shall be subject to disciplinary action in accordance with Federal and State due process rights appropriate to these students. Such students may have their educational placement temporarily or permanently changed, in accordance with the Special Education rules.

### **Appeals of Extra-curricular Activity Suspensions**

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding an extra-curricular and/or school-sponsored activity suspension within two (2) school days to the building principals. Extra-curricular

suspensions may not be appealed beyond the building principal.

### **Appeals of School Day Suspensions**

Students, parents, or guardians have the right to appeal in writing the disciplinary decision regarding a school day suspension within two (2) school days to the Superintendent/designee.

If dissatisfied with the Superintendent's decision, appeal may be made in writing to the Board of Education within three (3) school days. The Board President shall then designate a committee of three (3) Board members to review the appeal. If the committee does not uphold the discipline action, the committee's recommendation proceeds to the full Board. Any action by the Board will be made in open session, and the student's name will not be made public as required by law. The student or student's parent/guardian may request a closed hearing to consider the student's discipline, suspension, or dismissal.

### **8390-R SUSPENSION PROCEDURES**

When a student is suspended from extra-curricular for a given number of days, Saturdays and Sundays are included, but holidays and school vacation periods are excluded including summer vacation unless an extra-curricular, co-curricular or school-sponsored activity occurs during the holiday or vacation period.

Students whose discipline includes completing a substance abuse education program must fulfill the program requirements expeditiously. The student is required to present proof of completion of an approved program to the school. A student suspended for disciplinary reasons may not receive credit for daily work (i.e. home-work, quizzes, etc.). Students shall be given the opportunity to earn credit for exams, quizzes, tests, and major projects

Any student who participates in extra-curricular, school-sponsored, or athletic activities, who is suspended from school for violation of the Student Code of Conduct, will be ineligible to participate in practices, competitions, or any outside-of-classroom activities for the duration of the school suspension. Any student who is suspended from attending or participating in extra-curricular, school sponsored, or athletic activities (i.e. an extra-curricular suspension) will be permitted to attend practice, but will not be permitted compete or perform in contents, meets, performances, or games.

### **8395 EXPULSION PROCEDURES\***

**NOTE:** Portions of the Student Code of Conduct (*Board Policy #8300 Series*) are currently pending Board of Education Approval.

These portions are indicated with an asterisk (\*).

The following procedural guidelines will govern the expulsion process: Written notice of charges against a student shall be supplied to the student and parent(s)/guardian(s) by certified mail with a return receipt or hand delivered with a signed acceptance letter, if possible. Within this notice shall be a statement of a reasonable time and place for a hearing. The hearing shall be conducted by at least a quorum of the Board of Education that shall make its determination solely upon the evidence presented at the hearing. The hearing is not a legal proceeding and observance of technical rules of evidence shall not be required at such hearing. The student shall be advised that the hearing will be open to the public unless the student or the parent(s)/guardian(s) of a minor student make a written request to the Board that it be a closed hearing. Any final action by the Board of Education will be taken in Open Session, and the student's name will not be made public as required by law. The minutes of the Board Hearing shall constitute the record. Parent(s)/guardian(s) may be present at the hearing and legal counsel may represent the student.

Students and school authorities shall be given an opportunity to give their versions of the facts and the implications of such facts. Both parties should be allowed to offer testimony of other witnesses and present other evidence. The student, parent(s)/guardian(s) or attorney shall be allowed to observe the evidence offered against the accused.

A majority of the Board of Education shall state within a reasonable time after the hearing, its findings as to whether or not the student charged committed the conduct charged and its decision as to expulsion. The Board may implement any discipline if determined appropriate. Only Board members who were present at the hearing may vote.

A student who is expelled shall receive no credit during the duration of a student expulsion. Students who have been expelled from school are not allowed on school property or in any school building during school hours nor shall they attend any school activity, function or event held by the schools on or off school property.

The decision of the Board shall be reduced to writing and sent to the student and parent(s)/ guardian(s) by Certified mail with a return receipt, or be hand delivered with a signed acceptance letter, if possible. The student and parent(s)/guardian(s) shall be made aware of their right to appeal the decision of the Board of Education to the Kent County Circuit Court or the United States District Court for the Western District of Michigan.

### **8397 SUSPENDED OR EXPELLED STUDENTS ON SCHOOL PROPERTY**

Students who are under temporary out-of-school suspension or have been expelled from school are not allowed on school property, or in any school building during school hours nor shall they attend any school activity, function, or event held by the schools on or off school property. During the school day, students who serve a temporary in-school suspension may only be on school property as it is defined by the administration. Outside of the school day on the day(s) of the in-school suspension(s) the student may not be on school property or in any school building nor shall they attend any school activity, function, or event held by the schools on or off school property.

A student prohibited from extra-curricular activities shall not attend or participate in contests, games, meets, banquets, and/or performances. A student prohibited from extra-curricular or school-sponsored activities is permitted to attend practices. Scrimmages are considered practices.\*

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services or those students suspected of having a handicap (Sec. 504).