

HIGHLAND PINES SCHOOL

STUDENT HANDBOOK

2023-2024

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TO THE PARENT/GUARDIAN:

Welcome to a new year at Highland Pines School! This handbook has been developed to provide useful information about our school. In this handbook you will find information that promotes a safe environment that supports you and your child. The handbook will also clearly communicate school routines and policies that includes our Acceptable Use and Anti-Bullying Policies. We suggest you read it carefully and keep it handy so you can refer to it during the year.

Education is a team effort, and we know that students, parents/guardians, teachers, and other staff members all working together can make this a wonderful and successful year for our students. It is our goal to help students develop the type of sound behavioral strategies that will enable them to successfully re-enter a less restrictive environment, such as that is provided by their local school district. HPS students receive appropriate instruction in all academic areas, and receive transitional instruction as they make gains in the behavioral and affective areas. The aim of curriculum and teaching is not simply to help students meet the demands of schooling, but to help them use what they learn to meet the demands of life. We follow Michigan's Common Core Essential Elements (CCEE's). These standards are specific statements of the content and skills that are linked to the Common Core State Standards grade level specific expectations for students with significant cognitive disabilities. The CCEE's are integrated into each student's Individual Education Plan (IEP).

Cameras are present on school busses, vans, exterior of the school building, and throughout the interior of the school building for the safety of staff and students.

TO THE STUDENT:

On behalf of the staff, we would like to welcome you to Highland Pines School for the coming year. We look forward to assisting you in fulfilling your goals. We expect you to meet the goals which have been set, and to make this a better place. You can benefit from everything Highland Pines has to offer. If you encounter difficulties, seek out any of our staff, and we will do our best to help you. We are here to make your years in school as successful as possible. We welcome the opportunity to help you, as you, progress through this school year.

Sincerely,
Tracey Henry, Principal
Stephanie Van Petten, Assistant Principal

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TUSCOLA INTERMEDIATE SCHOOL DISTRICT BOARD POLICIES

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- School Cameras and Monitoring
- Visitors and Volunteers
- District Technology and Acceptable Use
- Firearms and Weapons
- Anti-Bullying Policy
- Emergency Use of Seclusion and Restraint

I. HIGHLAND PINES SCHOOL MISSION STATEMENT & BELIEFS

The philosophy at HPS is represented by our mission statement and basic beliefs which read as follows:

Mission statement: A commitment to serve...a promise to educate.

Belief statement: The staff at HPS will join parents and the community in assisting each student to reach his/her maximum level of independence as individuals and as responsible members of society. Each student shall have the opportunity to grow intellectually, physically, and emotionally.

As a staff, we believe:

- Learning is a lifelong process, and everyone can benefit.
- Staff growth/development is crucial to obtain educational excellence.
- A positive environment is necessary to enhance students' self-confidence.
- Self-esteem and a sense of responsibility are necessary for productive citizenship.
- Adaptability assists growth and change.
- The more independent students become, the less restricted their lives will be.
- Each student can learn responsibility when there are opportunities to give as well as receive.
- A safe and predictable environment is a necessary base for improving and learning new skills.
- Each student's uniqueness and value should be recognized and provided for through individualized planning and instruction.
- Students learn by doing; therefore, frequent opportunities to interact and participate must be provided.

A. PARENT INVOLVEMENT

Research and practice experience indicates parent involvement has multiple benefits for students and schools. Student benefits can include improved skills, grades, better attendance, higher rates of homework completion, more positive attitudes towards school, less disciplinary actions and improve test scores. School benefits can include improved teacher/student morale, better relationships between teacher and parents, improved community perceptions, and positive changes in student achievement.

TISD Board Policy:

The Tuscola Intermediate School District supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psycho-social development of their children.

The building principals will act as the key liaison for parent involvement. The building principals will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include both school and home activities. The parent involvement plan will include specific attention to obstacles which preclude parent/guardian participation with intended remedies.

The Tuscola Intermediate School District actively encourages parental participation in all of the programs it operates. Parents are involved in a wide variety of activities including, but not limited to: Parent Teacher Conferences, Individual Education Planning team meeting, Parent Survey, and the Parent Advisory Committee.

Legal Reference: Michigan P.A. 107-Parent Involvement Plan is required by January of 2005. It will be distributed to each parent/guardian in the relative district or P.S.A.

Federal NCLB Title I-Student/Parent contacts required for receipt of Title I funding. Other requirements include meetings, parent participation in plans, review and improvement with assessment. Policy Adopted: Fall 2004

B. PROGRAM INVOLVEMENT PLAN

As Highland Pines School staff, we will:

- Provide a safe, positive learning environment.
- Show that we care about all students and respect the uniqueness of all students and their families.
- Deliver a high quality curriculum through motivation and interesting learning experiences.
- Address each student's needs and encourage individual talents.
- Value and respect the importance of parents' role in education of their children.
- Communicate academic progress and attendance concerns through reports on progress toward IEP goals 4 times a year, notes, phone calls and newsletters.
- Establish flexible scheduling and create a warm atmosphere for parents/guardians during classroom visits and participation in the activities.
- Help parents to support learning and positive behavior at home.

As a Highland Pines School student, I will:

- Arrive at school and attend class on time each day.
- Put forth my best effort that includes paying attention and participating in class discussions.
- Promptly deliver to parent(s) and teacher(s) all letters, messages and notes from school or home.
- Cooperate with other students and adults at school.
- Respect the rights and property of others and follow all school rules. This includes showing respect by not acting hostile or creating fear in others.
- Use appropriate language to communicate with adults and other students.
- Practice and demonstrate our three school wide expectations:

1) Be Responsible 2) Be A Friend 3) Keep Safe

As the parent or guardian, I will:

Encourage my child's development and progress in school. For example:

- Read and listen to my child regularly and make reading part of my child's day.
- Review and discuss schoolwork and homework. This includes offering assistance when needed.
- Ensure that my child attends school on time each day and is ready to learn.

Show the value of learning self-control and hard work. For example:

- Help my child see how school learning is needed in the real world.
- Recognize and praise my child's efforts and progress.

Contribute to good home/school communication. For example:

- Share information with school staff about unique family or child circumstances that may affect my child at school.
- Read newsletters, notes, and other communications and discuss and/or respond when needed (or appropriate).
- Attend IEP meetings, and any other meetings concerning your child.
- Share concerns about my child and about the school and work together with school to resolve problems.
- If an explanation is offered for extenuating circumstances that prevent the parent/guardian from a full commitment, school official(s) will consider accessing resources that assist parent(s)/guardian(s) with achieving their goals.

II. POLICIES

A. SCHOOL ATTENDANCE

The school day begins at 8:45 a.m. Due to staff involvement in other activities, students who are transported to school other than by bus must not arrive prior to 8:45 a.m. Buses will be loaded and leave by 3:05 p.m.

As we work together to help HPS students learn and grow towards independence, we need your cooperation. Student accounting procedures from the state requires us to have on record a parent contact. If a pattern of persistent absence occurs without reason, a referral will be made to the appropriate agencies. When a necessary absence from school occurs, a call to the Transportation Department (ext. 30365) is needed to report your child's absence. Parents need to make every effort to have their child ready for bus pick up. Being on time for school is very important.

Good habits start early. Tardiness is very disruptive to a child's learning. Instruction for the class's daily work schedule is given first thing in the morning. Being on time is a habit that is an important life skill! Parents, students, teachers, counselors and administrators have the responsibility to monitor school attendance. Parents have an obligation under the law to ensure regular school attendance. An occasional tardy due to unforeseen circumstances is understandable.

The primary responsibility for recording attendance shall be assigned to the classroom teacher under the supervision of the building Principal and using methods prescribed by the Superintendent and the State Department of Education. Agency personnel are to follow the state guidelines regarding student attendance accounting and reporting.

Students coming in late - Students who arrive between one (1) minute and (19) minutes after the start of the school day will be considered tardy. Students who arrive more than twenty (20) minutes late will be considered a half-day absent. Students who leave school for more than twenty (20) minutes between 12:00 p.m. – 3:05 p.m. will be considered a half-day absent.

Please keep in mind that if you bring your child to school after 12:00 p.m., the cafeteria is no longer serving lunch. It is your responsibility to make sure your child has had lunch.

It is *highly* recommended, in order to decrease the disruption in HPS classrooms and routines, that students leaving the building after 12:30 p.m. return to HPS the following day.

Truancy – Research clearly shows that regular school attendance is critical to success. In the event of an extended absence and if no contact with the school has been made, the following will occur for a student under the age of 18:

1. After the student's third undocumented absence, the teacher will make a phone call and document reason for absence.
2. After a student's fifth undocumented absence, the teacher will notify the nurse. The nurse will contact the parents and document reason for absence.
3. After a student's ninth undocumented absence, the principal will contact the student's family and do a follow up letter.
4. If the problem continues, the truancy officer may be asked to investigate.

Description for Absences-Student absences will be recorded daily.

Absence: any absence with or without the knowledge and permission of the parent or guardian or a school official.

Documented Absences: include a doctor or dentist appointment, mandated court appearance, or funeral.

- Doctor's and/or dental appointment notes shall be turned in upon returning to school and include the specific day(s) the student was absent.
- Court appearance documentation (court papers) must be turned in upon returning to school.
- Notes must be turned in within two weeks of the absence.
- When the school determines it would be in the student's best interest to send the student home (fever over 100.4 degrees, suspected pink eye, diarrhea, vomiting, etc.) the absence will be considered documented for that day and the following day. Any additional days will require a doctor's note to be considered documented.

For students who are 18 and older, a phone call home will be made after 15 consecutive days of being absent. If truancy continues, a meeting will be held after 19 consecutive days of absence. If the truancy problem still exists and there are 30 consecutive days of absence, a certificate of completion will be issued.

B. LUNCH MONEY

Meals are provided for students free of charge this school year.

MEAL CHARGE POLICY

Highland Pines School has a meal charge guideline that applies to all students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget their lunch money to "charge" the cost of one meal to be paid back at a later date subject to the terms of this guideline. Food Services is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Highland Pines School will adhere to the following meal charge guideline:

- ◇ A student may charge one meal.
- ◇ A student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees.
- ◇ All accounts must be settled at the end of a school year.

C. TRANSPORTATION

It is the policy of the TISD Board of Education to provide safe, economical transportation to those children affected by excessive distances, extraordinary or excessive hazards to pedestrian safety, and personal handicaps.

Bus routes are planned to achieve maximum economy of operation and safety with student needs as a factor. Every effort is made to plan routes and to keep individuals riding distance and time to a practical minimum. Information regarding individual bus routes will accompany the letter sent to parents prior to the first day of school.

Each student will be assigned to use a specific bus/bus stop and shall not be permitted to use any other without permission. Permission may be granted for a student to ride a different bus or use a different stop

only upon receipt of a written request from a parent/guardian. Permission is to be requested from the Transportation Office at Highland Pines. Alternate stops are granted only if they are along existing routes.

Students may be granted to ride their bikes or walk to and from school only when written permission by the Parent/Guardian is turned into the Transportation Office

If your child(ren) will not be attending school at any time due to illness, etc., please notify our Transportation Department @ 989-673-5200 ext. 30365. Your call will enable us to cancel transportation to your home on that day.

Student discipline problems on school buses are to be handled by the bus driver and/or bus aide. This includes advising students of rules, regulations, assigning seats, encouraging and praising good behavior, and other generally accepted means of maintaining and developing constructive pupil-school relationships. Videos cameras have been installed on all buses.

The driver and/or bus aide shall report instances of significant misconduct in writing to the Transportation Supervisor and appropriate action will be taken as outlined in the TISD Transportation Policy. Discipline Referral Forms are available on every bus.

Bus Rules: Be Responsible – Be a Friend – Keep Safe

- Stay in assigned seats
- Keep feet and hands to self
- No eating or drinking on bus
- Open and shut windows with permission
- Talk nicely with the person sitting next to you
- Help when needed or asked
- Face the front of the bus
- Keep seat belt on
- Walk up and down the stairs using the railing
- Keep belongings at the front of the bus

D. WEATHER (CLOSINGS)

You know best what weather conditions your child tolerates. Please feel free to keep your child home from school and/or transport your child yourself if you feel the weather conditions will cause him/her to experience discomfort. Some of our students cannot tolerate extremely cold or very hot weather and would be more comfortable at home.

For your convenience, we have an AUTOMATED CALLING SYSTEM so we can notify you during early school closings or emergency situations. Whenever there are changes in school hours or school calendar, we will automatically notify you via the automated phone calling system. This notification goes out immediately when decisions are made relating to school hours changing. You could receive a phone call very early in the morning or late at night depending on the circumstances. Please look for the paper work that will be sent home with your child in the beginning of the school year. We also have several local radio/TV stations, which will be giving school-closing information for the Tuscola Intermediate School District.

Due to the variety of programs we offer and the large geographic area we serve, it is necessary for us to make special announcements concerning school closings. **If the school district you live in is cancelled due to inclement weather, we will not be providing transportation for your student that day. Parents are not permitted to transport students to Highland Pines if local school district is cancelled due to inclement weather. If your school district is on a 2 hour delay due to inclement weather, our buses will be running on the same delay schedule for that district. The delay applies to both students and staff, therefore your child is not allowed in the building until 10:45 a.m. due to no staff in the building to provide supervision for your child.**

Let us explain the following message we will be using on the radio.

Example: 1) “ALL T.I.S.D. PROGRAMS ARE CLOSED”

No programs will be operating and staff will not report. (Tech Center and Highland Pines School are closed.) **Buses will not be operating.**

Example: 2) “HIGHLAND PINES SCHOOL IS CLOSED”

Highland Pines buses will not operate.

Attendance at school is not only the law but we believe it is essential in assuring that your child will achieve their learning goals and objectives. Please make every effort to have your child at school all day, every day. When possible schedule all non-educational appointments and activities at times that do not interfere with your child’s attendance. In the event that your child must leave school early or come late transportation becomes your responsibility. Please be certain to contact Highland Pines ahead of any changes to the normal transportation schedule of your child.

E. SCHOOL WELLNESS POLICY

Highland Pines School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

Every year, students, Pre-K through age 25, shall receive nutrition education that is in concordance with the school’s wellness policy. A nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Nutrition Standards

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

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

The Coordinated School Health Team Action Plan:

- ✓ Food Services Department at HPS will be given an opportunity to consult with a nutritionist/dietician at least once a year
- ✓ Food Services Department will review menus for students requiring pureed food in order to develop more selections

Physical Education and Physical Activity Opportunities

The district shall offer physical education/physical activity opportunities that include the components of a quality physical education program. The program shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical activity will be in concordance with the Extended GLCE’s guidelines.

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

Other School-Based Activities Designed to Promote Student Wellness

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

F. HEALTH POLICY

Nursing Department - Our school nurse is a registered nurse with certification from the Dept. of Education to function as a school nurse. She works in conjunction with a Licensed Practical Nurse.

Health - Our students' general health and well-being is of utmost importance in their ability to function in school and reach their optimum potential. It is also essential in planning each child's individual program for the school to be aware of all conditions pertinent to your child's health, both mentally and physically. Periodic hearing screenings may be performed throughout the year. The HPS Medical Emergency Information and Permission Form must be updated and signed at the start of each school year. Failure to do so will cause an interruption in participation in any activity that involves leaving the building. This may include, but not limited to the following activities: work based learning, field trips, and community based instruction. If a student DOES NOT require medication during school hours, the form must be signed by a parent or guardian. If a student DOES require medication during school hours, a physician's signature is required in addition to the parent or guardian signature on form.

General Requirements - Upon admission to school, parents need to complete a Health History Form and supply proof that their child has been immunized as required by Michigan Law. Any child entering school who does not meet the State's required immunizations will have 30 days to do so. If shots are not up-to-date in 30 days, your child will not be able to attend school. A complete physical prior to starting school is highly recommended.

Illness & Absences - Although regular attendance is important for each student to reach their potential, there are times when illness interferes. Many of our students are more susceptible to illness than the average child would be. **Please be watchful for symptoms of communicable diseases such as: red, watery eyes, flushed face, swollen glands, colds, fever, vomiting, or diarrhea and keep your child home if he/she gives any indication of being ill. Our school nurse checks the students on a daily basis.** It is our school policy that if your child has a fever, before they return to school, they are fever-free for a 24 hour period without medication. Any child showing symptoms of a communicable disease will be removed from the classroom. Parents will be notified and expected to take their child home immediately. You must provide alternate arrangements if you are unable to pick up your sick child.

Parents are requested to notify the school if their child is going to be absent. In the event of an extended absence due to illness, please send a doctor's note with your child upon returning to school outlining treatment your child received.

Medical Emergencies/Injuries- In the event that a student experiences a medical emergency that needs immediate attention and cannot be treated by the school nurse, Highland Pines reserves the right to call 911.

If the injury is not a medical emergency, but has been determined by the nurse that it must be examined by a medical professional, you must pick your child up immediately. Under NO circumstances will TISD transportation transport an injured student. If you are unable to provide transportation, you must find alternate arrangements. In the case where a parent/guardian is unable or refuses to transport the injured student, 911 will be called and the child will be taken to the nearest hospital for examination.

Medication - Please notify the school nurse of any medication your child is taking. Whenever possible, medications should be scheduled around school hours. If your child must take medication during school hours, you will need to sign a permission form and supply the school with a **Doctor's Order and a current properly labeled pharmaceutical container.**

All medicine must be sent to school in a properly labeled container with the following information:

- **Student's name**
- **Name of the drug**
- **The dosage and time it is to be administered**
- **Name of the doctor prescribing it**

- **Current date**

Most pharmacies will give you an extra bottle for school use. Also, it is convenient if you could send enough medicine for one month at a time. Ideally, medication should be transported to school by parents/guardians, not students or bus drivers. If this is not possible, however, the medication must be given by the parent/guardian or the school official to the bus driver in a sealed envelope marked with the student's name. Under no circumstances should students transport their medication in their backpack. Parents/guardians are encouraged to confer with school staff about this procedure.

Grooming - Good personal hygiene and proper clothing are a necessary part of maintaining good health. We encourage you to assist and/or supervise your child in regular bathing and hair washing (at least every other day). Clothes should be clean, neat, and appropriate for the weather. Heavy coats, hats, mittens/gloves, and/or boots must be worn in the winter months.

Dress Code - Clothing, which contains offensive language/messages or gestures, is sexually suggestive in wording or sketches, or advertises or advocates illegal practice (drugs, alcohol, tobacco, or firearms) is not allowed.

- Sagging jeans and oversized clothing are not allowed.
- Halter-tops, any attire showing cleavage, tank tops, muscle shirts, bare midriff shirts, see-through sheers, short shorts (shorts should be 22 inches long), and exposed undergarments are not allowed.
- Shoes must be worn by students at all times.
- Two piece bathing suits are not permitted to be worn in the pool at any time.
- Jackets, coats, hats, or bandannas are not to be worn during the school day without prior administrative approval. These items, if worn to school, are to be placed in lockers during the day.
- Students who violate the dress code will be issued a warning. Repeat violations may result in parent being called and/or disciplinary action taken.

G. RESPIRATORY SENSITIVE STUDENTS AND STAFF

Due to the respiratory sensitivity of many of our students and staff, please try to refrain from wearing perfume, cologne, after-shave, and scented lotions. No latex balloons are allowed in the school or at school functions due to allergies.

H. DOG THERAPY

All dogs must be trained and approved by the Therapy Dogs International Association. Vaccination records will be given to the school and kept on file in the office.

All dogs should be well groomed prior to entering the school building. Dogs will be under control and with their owner or a responsible adult at all times. Dog activities and schedules are developed through collaboration with staff and the dog owner. Dogs may visit rooms; students may assist with walks and toileting. Students may visit dogs in certain rooms/areas. Dogs may interact with students in a calming or playful manner, depending on the needs of the students.

I. HOLIDAY PARTIES AND DANCES

All students, regardless of their age, may participate in school wide event activities. Each classroom teacher will determine the amount of time and how elaborate classroom parties are to be. Students may elect to wear the type of clothing appropriate for the activity. The classroom teacher and the building principal will have the final say in regard to the appropriateness of costumes.

J. VISITORS & TOURS

Parents, guardians, and outside agencies are always welcome to the school. However, it is necessary to call ahead and make an appointment to ensure that the regular classroom teacher can meet with you.

When you do come to visit, you MUST enter the building through the main entrance and sign in

with our receptionist to receive a visitor pass. A staff member will escort the student to the office. We ask all parents and visitors to do this so we can keep our school safe and secure.

Parental Visits - Parents are always welcome to the school. It is necessary to call ahead and make an appointment to ensure that the regular teacher is present that day and can meet with parents/guardians, and any agencies. When parents come to visit, enter the building through the main entrance and check in with our receptionist to receive a visitor pass. A staff member will escort parents/guardian to the classroom. If a parent is observing their student in the classroom, they will be escorted to the observation room to observe. We ask all parents and visitors to do this so we can keep our school safe and secure.

If a student in the classroom is having a behavior that may be dangerous, the student who is being visited may be pulled from the classroom so the visitation can occur in a safe environment. If there is a substitute teacher the day of an unscheduled visitation, an administrator will escort the visitor to the room and will stay in the room while the visitation is occurring.

Outside Agencies – To ensure the safety and right to privacy of the students, all agency representatives visiting the school **must have prior approval of the building principal or their designee. Agency representatives must obtain a visitor’s pass from the office and have a release on file to have contact with the student that they are requesting to visit. The student will be escorted to a conference room to meet with the agency representative and escorted back to class when the visit is completed. Agency representatives are not permitted to walk freely throughout the building or enter the classroom to observe students.**

Others - To ensure the safety and right to privacy of the students, all individuals and groups visiting the school program **must have prior approval of the building principal or their designee. A visitor must obtain a visitor’s pass from the office before proceeding to a classroom.**

K. PHONE CALLS

The school phone number is 989-673-5200. If you wish to talk to your child’s teacher, the best times to call are between 8:15 a.m. - 8:45 a.m. and 3:00 p.m. - 3:15 p.m. Administrators, secretaries, and the nurse are available throughout the school day. Please call the Transportation office for busing issues, schedule changes, etc. – 673-5200 or 673-2144, ext. 30365 or 30228.

L. STUDENT CELL PHONE AND ELECTRONIC DEVICE USE

Students may bring cell phones to school, but they must be kept out of sight and turned off during school hours. Both the teacher and Transportation **MUST** have the student’s cell phone number on file. With teacher permission, a student may use their cell phone. If a student is caught using his/her cell phone without permission, the teacher has the authorization to take the cell phone away from the student for the remainder of the day. In the event of an emergency, students are permitted to use phones on the ISD campus.

The use of DVD players are allowed in school and on the bus with teacher and bus driver permission. However, due to the various age levels of students, only G movies may be displayed while on school property. CD players, iPods/MP3, and portable game systems are also allowed with permission, but must only be heard by the student using them. The first violation of this policy will result in the confiscation of the electronic device. Confiscated devices will be returned at the end of the day. Further offenses will result in confiscation and disciplinary action.

M. PARENT/GUARDIAN CONFERENCES

Parent-teacher conferences take place at Individual Education Planning Committee (I.E.P.C.) meetings, and at other times, as arranged. The purpose of the annual I.E.P.C. meeting is for the school staff, along with

the parent/guardian, to develop an educational plan designed to meet the individual needs of the student. The Individualized Education Plan (IEP) is written so that the parent and each person working with the student, knows that goals have been set and how each service will help your child.

N. FIRE/STORM/CRISIS DRILL

Fire and other evacuation drills are held during the school year with all students participating. Students and staff may need to leave the building during drills.

O. SMOKING

It is State Law and the policy of the Tuscola Intermediate School District to enforce and adhere to PA 198 of 1986, sometimes referred to as the “Clean Air Act.” These guidelines are established to ensure that proper steps are taken to protect the nonsmokers in the school community. Tobacco of any type is not permitted on the school campus during the day. Absolutely NO lighters of any kind are allowed on school property during school hours.

P. STUDENT DRIVING POLICY

Only under special circumstances will students be granted the privilege of a driving permit. A committee consisting of the building principal and the student’s classroom teacher will determine the issuing of driving permits. Highland Pines School has the right to deny your privilege to drive to school. Students may get the necessary forms to apply for a driving permit in the office.

Q. GRADUATE STUDENTS

Upon graduation, the student’s program is complete. Graduates can only attend HPS events after graduation with classroom teacher approval. We invite graduates to attend special events in years to follow which include the Bazaar, Spring Fest, Christmas Concert, and Graduation, etc. Highland Pines policy is that graduates are allowed to come back to visit during “community” events.

R. SECLUSION & RESTRAINTS

SUPPORTING STUDENT BEHAVIOR:

STANDARDS FOR THE EMERGENCY USE OF SECLUSION AND RESTRAINT

Seclusion is a last resort emergency safety intervention that provides an opportunity for a student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. A room or area used for seclusion:

- Must not be locked;
- Must not prevent the student from exiting the area should staff become incapacitated or leave that area; and
- Must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

Time and Duration – Emergency seclusion (prohibited for pre-school students) should not be used any longer than necessary to allow a student to regain control of his/her behavior, but generally:

- Elementary school students – no longer than 15 minutes; and
- Middle and high school students – no longer than 20 minutes.
- If an emergency seclusion lasts longer than the suggested maximum time, the following are required:
 - Additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and
 - Documentation to explain the extension beyond the time limit.

Physical Restraint is a last resort emergency safety intervention involving direct physical contact that prevents or significantly restricts a student’s movement. Restraint is an opportunity for the student to regain self-control. Physical restraint is not intended to forbid actions undertaken:

- to break up a fight
- to take a weapon away from a student
- the brief holding by an adult in order to calm or comfort
- the minimum contact necessary to physically escort a student from one area to another

- assisting a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.
- To hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car)

Time and Duration – Restraint should not be used:

- Any longer than necessary to allow students to regain control of their behavior; and
- Generally no longer than ten minutes
- If an emergency restraint lasts longer than 10 minutes, the following are required:
 - Additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and
 - Documentation to explain the extension beyond the time limit

Reoccurring Behavior – Should a pattern of behavior emerge, or be anticipated, which may require the use of emergency restraint, the school personnel must:

- Conduct a Functional Behavioral Assessment;
- Develop or revise a Positive Behavior Support Plan to facilitate the reduction or elimination of the use of restraint;
- Develop an assessment and planning process conducted by a team knowledgeable about the student, including:
 - The parent
 - The student (if appropriate)
 - People who are responsible for implementation of the PBSP
 - People who are knowledgeable in PBS.

Documentation and Reporting – Each use of an emergency seclusion and the reason for each use shall be:

- Documented in writing and reported to the building administration immediately;
- Reported to the parent or guardian immediately or as soon as possible; and
- Documented in a written report for each use of seclusion (including multiple uses within a given day) and given to the parent or guardian within 24 hours.

Once again, seclusion and/or physical restraints are always used **ONLY AS A LAST RESORT**. If seclusion and/or restraint are used frequently, additional documentation will be required. An EIP (Emergency Intervention Plan) will be developed by the student's behavioral team.

S. LEAVING SCHOOL GROUNDS

Under no circumstance should a student leave the school grounds alone without permission from both parents and staff. In the event that a student leaves the school grounds, local law enforcement will be called immediately.

T. WHEELCHAIR TRANSPORTATION

Per MDE Guidelines, parents are responsible to ensure that their children have all the personal items needed for school. This includes the safe operation of wheelchairs and other accommodating devices for pupils with physical impairments. Parents are responsible to purchase wheelchairs and other equipment designed to maximize the child's health, safety, and welfare.

All necessary equipment for individual students **MUST** be functional. This includes, but is not limited to, the brakes, seat belts, chest straps, battery, etc. If a wheelchair isn't in proper working order, an HPS team (made up of the classroom teacher, school nurse, physical therapy, transportation director, and building principal) will decide if your child can be transported safely to and from school.

Parents/guardians must provide a restraining belt attached to the wheelchair for securing the student in the chair. The belt should be of auto quality and not Velcro. Your child must be secured in the wheelchair when the bus arrives. Wheelchairs are firmly secured to the floor of the bus by the driver. The framing of the wheelchair must be sufficient to allow the wheelchair to be properly secured to the floor from four or more locations of the chair. Transportation of wheelchairs, which cannot be secured to the bus without modification of the chair or bus equipment, may be denied. All wheelchairs must be equipped with functioning and properly maintained brakes, appropriate trunk support and working footrests. Powered wheelchairs must utilize spill proof batteries (California Code of Regulations 1293, Title 13). The district complies with current industry standards in transporting students in wheelchairs and therefore lap trays will be removed and stored for transport. Parent/Guardians should consult the wheelchair manufacturer's manual regarding the appropriateness of using the wheelchair to transport the student. Direct questions about the transportation of wheelchairs and other special equipment to the Transportation Department (989-673-5200).

U. SELECTIVE SERVICE

Almost all male U.S. citizens, and male immigrants living in the U.S., who are 18 through 25, are required to register with Selective Service. Please see www.sss.gov for further information.

III. STUDENT CONDUCT

A. GENERAL RULES FOR BEHAVIOR & SAFETY

Parents are to make certain their child is knowledgeable and informed of the following school rules:

- Profane or obscene language/gestures are not allowed.
- Students are to be courteous to others and respect all school personnel.
- Running is not allowed in areas other than the gym and playground.
- Fighting, pushing, and screaming are not allowed.
- Any items that may be hazardous to the safety of others are not allowed in school and are to be turned into the Principal's office immediately. Chains and keys are not allowed.
- Anything not needed for class should be left home. Toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class. Students age 13 and older may bring remote control cars or toys, with permission of the teacher.
- Electronic communication devices (pagers, cell phones, walkie talkies) are not to be used during regular school hours (Exceptions may be made by the teacher).
- School personnel try to prevent losses, but they are not responsible for any students' property (lost, stolen, or broken toys.) Large amounts of money or valuables should not be brought to school. (Headphones, walk-mans, CD players, etc. can be used on the bus only (with approval from bus driver). With special permission if a student brings in a DVD player, the movie MUST be a "G" rated movie.
- Students will be responsible for breakage, theft, and destruction of others' personal properties, within reasonable limits.
- The only public display of affection between students that is allowed on school grounds is hand holding.

B. STUDENT SUSPENSION BY TEACHER

A teacher is authorized to immediately remove and in-school suspend a student from class, subject, or activity. This can occur if the teacher has good reason to believe the student's conduct interferes with the learning efforts of other students in the classroom. This warrants suspension under this policy when the student commits a violation of law or engages in disruptive behavior which includes, but is not limited to, the following conduct:

1. Throwing objects that can cause bodily injury or property damage.
2. Fighting.
3. Directing profanity, vulgar language or obscene gestures toward the teacher, staff or other students.
4. Violating safety rules as written in the student handbook.
5. Expressing racial or ethnic slurs toward the teacher or another student.

6. Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence.
7. Destroying/defacing school property.
8. Violating computer use policies, rules, or agreements.
9. Sexual harassment toward the teacher, staff or another student.
10. Stealing

At the discretion of the teacher, students may be suspended up to one day. Further consequence for improper behavior will be determined by the principal.

C. SEARCH & SEIZURE

Students' lockers and desks are school property and remain under the control of the school district. Periodic general inspection of lockers and desks may be conducted by school authorities for any reason and at any time, without notice. Furthermore, a student's person and/or belongings (e.g., purse, book bag, athletic bag, etc.) may be searched whenever a school official has a reasonable suspicion that the student has illegal or unauthorized substances or item(s).

D. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

HPS participates in School wide Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Our goal is to decrease negative behaviors by role modeling and practicing positive behavior. PBIS emphasizes the establishment of organizational supports or systems that give school personnel capacity to use effective interventions accurately and successfully at the school, district, and state levels. These supports include (a) team-based leadership, (b) data-based decision-making, (c) continuous monitoring of student behavior, (d) regular universal screening, and (e) effective on-going professional development.

IV. FORMS

A. HIGHLAND PINES SCHOOL DISCIPLINE REFERRAL FORM

When a student has a minor or major behavior, a Highland Pines Discipline Referral form will be filled out. This form will document the student's name, date, and the classroom teacher, referring staff, and the location of the behavior. It will also document if the behavior was a minor or major one, and what was the motivation. The report will include if seclusion or restraint was used, for how long, what the consequence was, and if others were involved. A copy could be sent to the parent and social worker.

B. COMMUNICATION FORM

This form is commonly used when reporting illness, injuries, or seizures.

V. STUDENT ORGANIZATIONS

In addition to the support services available to our students, there are other activities in which your child may become involved. Other activities students may participate in include musical programs, chime choir, choir, and school sports.

A. SPECIAL OLYMPICS

Even though HPS supports and participates in the Special Olympics program, it is not school affiliated. Special Olympics' is an international sports training and competition program open to cognitively and physically challenged children and adults. The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports. This gives them continuing opportunities to develop physical fitness, skills, and friendship with their families, other Special Olympians, and the community.

Persons eligible for participation in Special Olympics (according to the guidelines provided by Michigan Special Olympics) must be at least eight years old, classified as cognitively or physically impaired, or

identified as having cognitive delays with significant learning or vocational problems. They must receive specially designed instruction for at least fifty percent of their instructional day.

B. TOURNAMENTS AND STATE GAME PARTICIPATION

Eligibility for participation will be at the discretion of the athletic director.

- Properly completed, dated, and signed health appraisal, application for participation, and Down's Syndrome Evaluation, when necessary, be on file with the area Director.
- Consistently positive, appropriate behavior is expected.
- Qualities such as consistent attendance and hard work in practice would be a basis for selecting a student/athlete over another for a particular event. Unfortunately, number limitations by the state office may force us to exclude some students from some events. An athlete is not selected solely because he or she is the best athlete.
- Acceptable skills and knowledge of the rules are necessary to compete in a specific sport or event.
- Ill health or physical problems may exclude some athletes from participating due to the physical demands of some sports.

C. ATHLETIC CODE OF CONDUCT

An *athlete* is any student of Highland Pines School who competes in any athletic competition or event.

The CODE OF CONDUCT is a set of rules the athlete must obey in the classroom, in the school, at home, and on the field of play.

CODE

- The athlete will complete all his/her **work assignments** in the classroom and school.
- The athlete will behave like a **responsible person** at all times in and out of school.
- The athlete will show **good sportsmanship** during competition and after competition, regardless of who wins.
- The athlete will always give his/her **best effort** during practice and during the game.
- The athlete will be at **all practices** unless he/she is absent from school.

If the athlete shows disregard for these rules, he/she will be **SUSPENDED** for the next game/event and be placed on **PROBATION** for that sport, starting on the day the rules were broken.

VI. RIGHT TO KNOW

The following information is provided to you as mandated by federal regulations. This section provides you with information on A) Hazardous Materials, B) Pesticides, and C) Asbestos.

A. HAZARDOUS MATERIALS

Right to Know relates to federal legislation designed to promote safe usage of hazardous materials in the work place. The District will provide information and training to employees regarding what hazardous chemicals exist in the work environment.

As the employer, Tuscola Intermediate School District is responsible to perform the following:

1. Identify the personnel responsible.
2. Collect and file all Material Safety Data Sheet (MSDS).
3. Prepare a master inventory of hazardous materials.
4. Prepare manual for individual buildings.
5. Prepare training materials and implement initial training programs.
6. Arrange for disposal of unnecessary hazardous materials.

In addition, notices will be posted in the staff preparation areas providing the location of the written hazardous communication program.

B. PESTICIDE APPLICATIONS

The July 1993 amendments to the Pesticide Control Act required MDA to develop rules which will require schools to notify parents at the beginning of the school year of their right to be informed prior to pesticide application at the school.

The Tuscola I.S.D. contracts with the Orkin Pest Control Company of Saginaw for periodic inspections of our facilities and application of any required pesticides. Inspection and application, if required, are scheduled the first Thursday of each month after 2:45 p.m. If application is required, notice is posted at the main entrance to the building.

Each building has on file information on (IPM) Integrated Pest Management, a statement or risk benefit for pesticide application and information on the products used by the vendor for pest control. For additional information or inspection of the materials on file, please contact the building principal.

C. ASBESTOS

In February of 1988 and August 29, 1991, the Tuscola Intermediate School District had RDH Associated, Inc., of Battle Creek, Michigan, inspect and sample areas of our buildings for Asbestos Containing Building Materials.

RDH Associates, Inc., to determine their asbestos content, submitted the samples to Delisle Consulting Laboratories and Sierra Analytical and Consulting Services for testing and analysis. The test results returned to Tuscola Intermediate School District in a letter dated May 27, 1988 and to RDH Associates, Inc., in December 15, 1988, stated that there is or could be asbestos present in our Administration Building, and Howard's Beauty Academy. A letter on March 17, 1995 indicated no asbestos content in either the Highland Pines School or the Tuscola Technology Center.

RDH Associates, Inc., is also developing the Tuscola Intermediate School District Management Plan to be submitted to the Michigan Public Health Department, Bureau of Environmental and Occupational Health. The plan was due October 12, 1988 and our district met that deadline.

Each building has a Management Plan on file in the principal's office showing or describing the following information:

- *Areas of testing and location of any friable materials*
- *Results of testing - past and present.*
- *Results of air sampling if done or to be done*
- *Recommendations of the consultant*
- *Asbestos projects completed and final test clearance, etc.*

The locations of the buildings are:

Tuscola Intermediate School District
Administration Office
1385 Cleaver Rd.
Caro, MI 48723

Highland Pines School
Principal's Office
1381 Cleaver Rd.
Caro, MI 48723

Tuscola Technology Center
Principal's Office
1401 Cleaver Rd.
Caro, MI 48723

Tuscola Technology Center
Cold Storage Building
1401 Cleaver Rd.
Caro, MI 48723

It is important to note that not all ACBM need to be removed from our school buildings. If identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

Friable materials mean any material applied onto ceilings, walls, structural members, piping, duct work, or any other part of the building structure, such as air plenums, which when dry may be crumbled, pulverized, or reduced to powder by hand pressure.

Any questions concerning the above information may be directed to Mr. Jeff Kudera at (989) 673-5200 ext. 30362 or the Superintendent at (989) 673-2144 ext. 30401 or the Environmental Protection Agency at (312) 886-6003, or the State of Michigan, Department of Public Health at (517) 335-8242.

VII. AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodation, transportation, and telecommunication. Title II of the ADA protects qualified individuals with disabilities from discrimination in the programs, services or activities offered by state and local units of government, including school districts.

The Tuscola Intermediate School District has completed a self-evaluation of its programs, services, and activities in coordination with a review of the existing facilities to identify any areas in need of corrective measures. It is the district understands that corrective measures to existing buildings must only be made if an existing program, service, or activity is inaccessible to a person with a qualified disability. All new construction or renovations will comply with ADA requirements. Interested persons, including individuals with disabilities and organizations representing individuals with disabilities, were invited to participate in the self-evaluation process. The district has appointed an ADA coordinator, and all comments, inquires, and/or complaints should be directed to:

Facilities Manager/Transportation Director, Tuscola Intermediate School District,
1381 Cleaver Rd., Caro, MI 48723,
(989) 673-5200 Ext. 30362

This district will provide, upon request with advance notice, appropriate auxiliary aids and/or services necessary to afford a qualified individual with a disability equal opportunity to participate in the programs, services, or activities conducted by the district. For more information or to request auxiliary aids and/or services, please contact the ADA coordinator.

The Tuscola Intermediate School District has every right to comply with the ADA requirements. As a result of the self-evaluation process, the district has identified all areas and items in the facilities that are not in compliance with ADA. Upon review of current programs, services, and activities, the district has identified corrective measures that need to be completed to provide accessibility to existing facilities. All corrections are based upon current status of persons known to have disabilities and the assumption of the programs, services, and/or activities they would need or want to access. The district is prepared to provide reasonable

accommodations to any qualified individual with a disability upon request and review by the ADA coordinator.

The transition plan identified all corrective measures for existing facilities based on the self-evaluation. There will be a separate page for each corrective measure that identifies the problem, correction, and estimated completion date. There will be a section for each facility. This transition plan will be available for review at the Central Administration Office during office hours.

VIII. FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses Personally Identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

RELEASING STUDENT DIRECTORY INFORMATION

No Child Left Behind (Section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Administration observes the right to make changes as needed.

Appendix

TUSCOLA INTERMEDIATE SCHOOL DISTRICT BOARD POLICIES

Series 3000: Operations, Finance, and Property

3100 General Operations

- ***3102 Smoking, Tobacco Products, Drugs, and Alcohol***

Definitions

“Electronic nicotine delivery system” includes the components, parts, and accessories of an electronic nicotine delivery system, such as e-liquids, cartridges, atomizers, cartomizers (atomizer plus replaceable fluid-filled cartridge), clearomisers, tank systems, flavors, and vials that contain e-liquids.

“Illegal drugs” means “controlled substances” under federal or Michigan law, anabolic steroids, human growth hormones or other performance-enhancing drugs, substances purported to be illegal, abusive, or performance-enhancing (i.e., synthetic “look-alike”) drugs, or other drugs prohibited by law.

“Tobacco product” means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco

product (except for raw materials other than tobacco used in manufacturing a component, part, or accessory of a tobacco product).

“Use of tobacco product” means any of the following:

- a. the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- b. the inhaling or chewing of a tobacco product;
- c. the placing of a tobacco product within a person’s mouth; or
- d. the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

Smoking and Tobacco Products

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District.

The District may also prohibit the use of these products at District-related events.

Drugs

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The District prohibits the sale, possession, distribution, dispensation, or use of illegal drugs on property owned or operated by the District and at any District- related event.

District personnel should review Policy 4210 for the District’s drug- and alcohol- free workplace policy. Students should review Policy 5206 for the student discipline policy.

Alcohol

The District generally prohibits the sale, possession, distribution, dispensation, and use of alcohol on property owned or operated by the District and at any District-sponsored event, except as otherwise provided in this Policy.

With the written permission of the Superintendent or designee, the District may permit the lawful sale, possession, distribution, dispensation, and use of alcohol on school property if:

- the District building is used for adult education or college extension courses; or
- the use or possession of alcohol is part of a generally recognized religious service or ceremony.

c. “Reserved”

Any person or entity with the Superintendent’s or designee’s permission in subsection D.2 must comply with and enforce all applicable laws and regulations and obtain any legally-required permits. See also Policy 3304.

District personnel should review Policy 4210 for the District’s drug- and alcohol-free workplace policy.

Legal authority: 20 USC 6081 et seq.; 21 USC 812, 21 USC 860; 21 CFR 1100.3; MCL 333.7201 et seq., 333.7410, 333.12601 et seq.; MCL 436.1904; MCL

722.642; MCL 750.473; Mich Admin Code R 338.3101 et seq.

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised:

- **3104 School Cameras and Monitoring**

The District may monitor any building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those areas, a person has no expectation of privacy.

The District will not use video recording equipment that also records audio, except in the following situations:

- e. an open session Board meeting;
- f. a District or District-sponsored athletic event or performance;
- g. a graduation ceremony;
- h. assigned coursework requiring audio recording capability;
- i. and other circumstances appropriately posted and approved by legal counsel;
- j. any other lawful circumstance, if approved by the Superintendent or designee.

The District may use video recordings for any lawful purpose, including student or employee discipline, assisting law enforcement, or investigations.

Audio and video recordings by students are addressed in Policy 5805, and audio or video recordings of parent/guardian and student meetings are addressed in Policy 5806.

Legal authority: 18 USC 2510 et seq.; MCL 750.539a, 750.539c, 750.539d

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised:

- **3105 Visitors and Volunteers**

Visitors and volunteers, including parents/guardians, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

Visitors

A person may not enter or remain on the District's property if prohibited by law.

A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property.

District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.

The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.

The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

Volunteers

A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.

The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.

Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

Volunteer Drivers and Non-School Bus Transportation

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- a. With the Superintendent or designee's approval, District personnel, an approved volunteer, or a student's parent/guardian may transport students to and from a school or school-sponsored event in a non-school bus vehicle (a "non-school vehicle").
- b. Except in an emergency, before a student rides in a non-school vehicle, the driver must receive the written consent of the student's parent/guardian to be the parent's/guardian's designee to transport the student to or from the school or applicable event.
- c. A driver of a non-school vehicle must:
 - hold a valid driver's license appropriate for the non-school vehicle;
 - provide to the Superintendent or designee's satisfaction proof of insurance and proof of the non-school vehicle's lawful registration; and
 - if required by law, hold a valid chauffeur's license.
- d. The driver of a non-school vehicle is responsible for any loss, damage, cost, and liability related to the driver's operation of a non-school vehicle.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised:

- **3116 District Technology and Acceptable Use**

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- k. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
- l. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- m. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

Prohibit access by minors to inappropriate matter on the internet.

Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include: obscene depictions, child pornography, and any other material harmful to minors.

Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

A statement that:

- a. use of District technology resources is a privilege that may be revoked at any time;
- b. a user has no expectation of privacy when using District technology resources;
- c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- d. District technology resources may not be used to bully, harass, or intimidate others;
- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.

A list of what constitutes misuse of District technology resources.

A prohibition against:

- a. accessing other user accounts or files without authorization;
- b. conducting personal business or activities;
- c. accessing pornography;
- d. communicating inappropriately with students;
- e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
- f. accessing or downloading unauthorized software or programs.

A requirement that users report any material that is threatening, harassing, or bullying.

A release of all claims and liability against the District for use of District technology resources.

District Personnel Use

District personnel must comply with Policies 4215 and 4216.

Public Access to Technology

Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.

Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

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Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: May 17, 2021, to be effective July 1, 2021
Date revised:

3400 School Safety and Security

- **3408 Firearms and Weapons**

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun Free Schools Zone Act.

As used in this Policy:

An “antique firearm” means that term as defined by MCL 750.237a.]

A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

“Pistol” means that term as defined by MCL 28.421.

“District property” means:

- n. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
- o. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.

A “weapon” means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

Permitted Uses

The following persons may possess a weapon on District property: A peace

officer as defined by law;

A student’s parent or guardian licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the parent or guardian is dropping the student off at, or picking the student up from, the student’s school;

A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the

Board;
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Violations

Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.

Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; MCL 28.425f, 28.425o; MCL 750.237a

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

- **5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

Prohibited Conduct

Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- p. substantially interfering with a student’s educational opportunities, benefits, or programs;
- q. adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- r. having an actual and substantial detrimental effect on a student’s physical or mental health; or
- s. causing substantial disruption in, or substantial interference with, the District’s orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the

building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Definitions

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct

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

“Telecommunications access device” means any of the following:

- any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications service provider” means any of the following:

- g. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

- h. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- i. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

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Date adopted: June 21, 2021, to be effective July 1, 2021

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5200 Student Conduct and Discipline

- ***5211 Emergency Use of Seclusion and Restraint***

The Board adopts MDE's Policy for the Emergency Use of Seclusion and Restraint, as approved and amended by the Michigan State Board of Education and MDE. Consistent with MDE policy, the Board directs all District personnel to use positive behavior interventions and supports to enhance the academic and social behavior outcomes of all students.

In accordance with state law and MDE policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk to the safety of the student or others and an immediate intervention is required. Any use of emergency seclusion or emergency physical restraint must be consistent with state law, MDE policy, and MDE guidelines.

The Board directs the Superintendent to ensure that all District personnel receive training pursuant to MDE policy.

Legal authority: MCL 380.1307 et seq.

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