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Entrance Age

Any student whose fifth birthday falls on or before September 1 is eligible to enter kindergarten at the opening of school in September of the same year.

New Students

Grade placement shall be the responsibility of the Principal and shall be based on general achievement, consideration being given to the mental, physical, emotional, and social maturity of the student. In general, students transferring into the system may be placed in the same grade level as in the school from which they transferred. Children transferring, as well as continuing students, may be retained or advanced in grade at the Principal's discretion. Assignment of students in grades 9-12 shall be based on credits earned.

Establishing Residency

In order for students to be eligible to attend school in the District, the student must meet one of the following residency requirements:

- a. The student must be living with his/her parents who reside within the boundaries of the District.
- b. The student must be living with a person who has been appointed guardian of the student by a probate court or who is acting under a power of attorney pursuant to MCL 700.405, and the guardian or attorney-in-fact must be residing within the boundaries of the District. Prior to admittance, the guardian or attorney-in-fact must furnish to the appropriate administrator a certified copy of the letters of guardianship or power of attorney. Notwithstanding, a student placed under a guardian or power of attorney of a person living within the District for educational purposes only shall not be considered a resident of the District.

- c. The student is 18 years of age or older and is residing within the boundaries of the District. The District will require the student to furnish proof of age and documentation of residency within the District.
- d. A student may commence school in the District if his parents, guardian, or person having legal custody of the student occupy a home or apartment within the District on or before the count day of the semester in which the student enrolls. In the event the parents, guardian, or person having legal custody of the student have not occupied a home or apartment by the count day of the semester the student shall not be eligible to attend school within the District until such time as his parents, guardian, or person having a legal custody of the student reside within the District boundaries.
- e. Students who begin the school year as residents and move from the District during the school year may continue to attend the District for the purpose of completing that school year.

Proof of Age

The Board will require appropriate verification of age for all students entering the District.

Age verification will be established through the use of any of the following methods:

- Birth Certificate
- Baptismal Certificate or Sworn Affidavit (indicating date/place of birth)
- Court Records
- Governmental Records (county, military, immigration) including passport, driver's license and state ID card
- Life Insurance Policies

Resident student's proof of age must be submitted within 30 days, and school of choice students must submit appropriate proof of age at registration.

Approved: August 27, 2018

LEGAL REF: MCL 380.1134-1135; 380.1147-1148; 380.1204a; 380.1282; 380.1324; 380.1401;  
380.1416; 388.1517-1518; 388.1606; AG Opinion #5112, #5642, #5925, #5995, #6467;  
P.L. 100-77; P.L. 100-628; P.L. 100-645

## 8044 Schools of Choice

Clintondale schools shall operate as a “Schools of Choice” District until changed by Board action and shall accept students based upon available space and compliance with the policies and administrative procedures of the District.

The Superintendent shall be responsible for developing and enforcing Administrative Procedures to implement this policy, which shall include recommendations to the Board for establishing school attendance zones.

No student shall be granted attendance to classes until the application process has been completed and all permanent records have been received. Once all records have been received, verified and approved, a conference will be conducted with a member of the school administration for final approval for admittance to the District.

No applicant will be admitted to the District that has been suspended for more than 10 days, expelled or otherwise released or excluded from his/her home district for disciplinary reasons during the previous two (2) years. The Superintendent shall establish minimum disciplinary criteria for applicants to ensure the safety of the current students, and the ability to maintain order within the buildings.

If the number of applications for admission from nonresident students exceeds the number available open admissions, nonresident students shall be selected for admission using a random selection process from applicants that meet the districts minimum, with priority given to those with a sibling already enrolled in the District.

Approved: August 27, 2018

LEGAL REF: MCL 380.1134-1135; 380.1147-1148; 380.1204a; 380.1282; 380.1324; 380.1401;  
380.1416; 388.1517-1518; 388.1606; AG Opinion #5112, #5642, #5925, #5995, #6467;  
P.L. 100-77; P.L. 100-628; P.L. 100-645

8046 Non-Immigrant Foreign Students

Non-Immigrant Foreign Student

A non-immigrant foreign student not living with a parent or guardian, here to attend school, which possesses a student visa or equivalent, may apply in writing to the Board for permission to attend the District.

Any student living outside of the boundaries of the District, may submit an application to attend the District, or participate in District programs, which includes online programs. The approval of any application will be determined by the processes and criteria established by the Superintendent and approved by the Board and may be subject to tuitions or fees approved for such program.

Approved: August 27, 2018

## 8050 Attendance Policy

The Board of Education as an Agency of the State is required to enforce the continuous and consecutive attendance of students in all required school classes during the school year. Therefore, continuous and consecutive attendance shall be required of all district students, except those exempted by other provisions of state law, during the days and hours that school is in session.

Repeated infractions of Board Policy regarding the attendance of enrolled students will result in the suspension or expulsion of a student from the District Program in accordance with State Law. Additionally, the Board will report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16) which could result in Judicial action being taken. Additionally, infractions of the attendance law regarding non-resident students shall be reported to the Intermediate School District Superintendent of the Intermediate School District in which the student resides.

The Board recognizes that it is reasonable to excuse certain absences. The Board considers the following factors to be reasonable basis for an excused absence:

1. Verifiable illness;
2. Necessary recovery time from a serious accident when supported by written confirmation from the treating doctor.
3. Required court attendance supported by proper documentation.
4. Professional appointments supported by verifiable documentation from the professional indicating that the appointments must be made during school hours.
5. Death/funerals in the immediate family.
6. Observation or celebration of Bonafede religious holiday.
7. Pre-Approved family vacations.
8. Such other good causes as may be acceptable to the Superintendents or his designated representative.

The Board authorizes the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. Notwithstanding,

the Board recognizes that out-of-school alternative education programs for truant students may be an appropriate alternative to continued absences resulting from suspensions.

In enforcing the requirements of the law as to the attendance of students, the Superintendent or his designated administrator shall develop procedures for the attendance of students which: (1) insure a school session which is in conformity with the requirements of the law, (2) insure that student's absent for an excusable reason have an opportunity to make up work they missed, (3) provides for keeping of attendance records in accordance with the rules of the State Board, (4) identify the habitual truant, investigate the causes of their behavior, and consider alternative educational programs as an option to continued suspension, (5) insure that any student who, due to a specifically identifiable physical or mental impairment, and who exceeds or may exceed the District's limit on excused absences is referred for evaluation for eligibility either under the Individual's With Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, (6) establish disciplinary guidelines that are reasonable and that encourage attendance and timeliness.

Performance in the instructional setting may and often times do include student's presence and participation in the classroom. If a student violates the attendance or other rules of the school, and said violations impact their performance in the instructional setting, then said violations may have an impact upon their grade. However, grades should be based upon what the student can demonstrate they have learned and contributed in a classroom setting and not misconduct alone, unless an option for testing out is approved.

Approved: August 27, 2018

8052 Home School Students Participation in School Athletic Programs

The District will consider application to home schooled students to participate in athletic events and/or programs just as full time Clintondale students provided:

- A. They meet the same academic standards as required of in-house students;
- B. That they have school affiliation represented by carrying a minimum of 4 credit hours for high school or 3 credit hours for middle school of in-school teaching through Clintondale;
- C. Students must have passed the equivalent of at least 66% of a full course load in the previous semester;
- D. Non-home school credits earned must be counted towards a Clintondale High School Diploma and must appear on the student's official transcript held at the school as CHS classes.
- E. That they meet the same standard of moral character as required of in-house students as set forth in the Clintondale Student Code of Conduct book;
- F. Student must have been home schooled for at least the previous 270 school days;
- G. That they comply with the Michigan High School Athletic Association requirements, including, but not limited to, Physical Exams and Academic Requirements.

Approved: August 27, 2018

LEGAL REF: Michigan High School Athletic Association Handbook Regulations  
Regulation I, Section 8, Interpretation 49  
Regulation I, Section 9, Interpretation 77  
Section 9(A) Eligibility



## 8053 Prohibition of Bullying Behavior

The District shall provide a safe and nurturing educational environment for all of its students. All Students shall be protected from bullying behavior regardless of the subject matter or motivation and all bullying is strictly prohibited. This includes written, verbal, physical, and emotional/psychological abuse, which cause or threaten to cause bodily harm, reasonable fear for personal safety or substantial emotional distress. This shall apply to all District related or sponsored events or activities.

“Bullying” is defined as any written or physical act (including any form of electronic communication) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

Notice of this policy will be annually distributed to students and parents; posted in conspicuous locations in the District and on the District’s website, as well as incorporated into applicable student handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents/Guardians of the alleged victim(s), and of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements.

To the extent appropriate and/or legally required, confidentiality will be maintained during the investigation process. However, the investigation may, in some circumstances, require the disclosure of names and allegations, as well as involvement from the appropriate law enforcement authorities.

The Superintendent shall develop and implement the proper procedures to enforce this Policy, as well as providing proper notification to all students, staff and parents.

### Reference:

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

Adopted: May 14, 2012; Reapproved August 27, 2018

## 8055 Network and Internet Access Agreement for Students

This agreement is entered into on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_, hereinafter referred to as student, and the (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of the network resources either at school or away from school, I understand and agree to the following:

- A. The use of the network is a privilege, which carries no expectation of privacy and which may be revoked by the Director of Technology at any time and for any reason. Reasons for revoking privileges include, but are not limited to, the unauthorized altering of system software, intentionally placing unauthorized information, or unauthorized files, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves the rights to any material stored in files and may remove any material, which the district, at its sole discretion, may believe to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A student will not use his/her District-approved computer account/access to obtain, view, download, or otherwise gain access to materials that the district might reasonably deem objectionable.
- C. All information services and features contained on District or network resources are intended for the use of its registered users for school related purposes only and any other resources for personal, commercial, political or any other unauthorized purpose in any form is expressly forbidden.
- D. The District and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of the Student's account are the responsibility of the account holder. Use of account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and/or other disciplinary action.
- E. Any misuse of the account may result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but is not limited to:
  - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
  - (2) misrepresenting oneself on the network
  - (3) disrupting the operation of the network through abuse of the hardware or software

- (4) using the network for hate mail, harassment or using profanity *or* vulgar statements
  - (5) intentionally interfering with others' use of the network
  - (6) excessively using noncurricular-related communication
  - (7) illegally installing copyrighted software
  - (8) illegally down loading, copying, or using licensed or copyrighted software
  - (9) allowing anyone to use an account other than the account holder
- F. The use of the district and/or network resources are for the purposes of:
- (1) Support of the academic program
  - (2) Telecommunications
  - (3) General information
- G. The District and/or network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including loss of date, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will delete old mail messages from the personal mail directory to avoid excessive use of the electronic mail disc space.
- I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserve the right to log Internet use and monitor electronic mail space utilization by users.
- J. The student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the Director of Technology. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, when intentional or without permission.
- K. The student may log on and use the network under the immediate supervision of a staff member and only with the student's authorized account.
- L. The District reserves the right to log computer use and to monitor file server space utilization. The District reserves the right to remove a user account from the network to prevent activity, which is inconsistent with this policy.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, from any and all claims of any nature arising from my use, or the inability to use the District and/or network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District and/or network. These rules will be available in hardcopy from the principal's office.

(Sign and return to the Building Principal to be kept in the student's CA60 file.)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Grade

As the student's parent or legal guardian, I agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the network or equipment.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Approved: August 23, 2010; Reapproved August 27, 2018

8130 Searches of Lockers and Students

School lockers are the property of the District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

In order to protect the health, safety or welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students and their possessions, such as backpacks and vehicles located on District property.

The Board authorizes the Superintendent to utilize canines, or other law enforcement devices to search and detect the presence of drugs or illegal devices on District property.

Approved: August 27, 2018

8140 Interrogation and Investigations Conducted in School

Investigation and interrogation of students will be conducted in accordance with the law and through the appropriate law enforcement agency. This policy shall not be deemed to restrict the school administration from conducting investigations and questioning students concerning any matters related to the violation of school District rules, regulations, policies, criminal acts, or any matters which affect or may affect the health, safety and welfare of the student or student body.

Approved: August 27, 2018

8200 Drug-Free Schools

The District attempts to provide a safe and healthy learning environment for all of its students, employees, and visitors. The District complies with all provisions of the Federal Drug Free Schools Act. In accordance with this federal law and Board policy, the use, possession, concealment, or distribution of drugs or alcohol on school grounds, in school, in school approved vehicles, or at any school related event is prohibited.

Any student who violates the policy may be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board.

The Superintendent shall develop a drug-free awareness program for students. Students who request assistance for drug counseling and/or rehabilitation shall direct their request to the appropriate staff member.

Approved: August 27, 2018

LEGAL REF: U.S. House Resolution 5210, Anti-Substance Abuse Act, 1988

8240 Student Appearance

A dress code shall be established through the Superintendent and appropriate Building Administrators and be adopted by the Board.

Student attire and hygiene shall be conducive to a positive learning environment and promote safety and decency.

Approved: August 27, 2018

## 8250 Student Cell Phone Usage

Students are allowed to bring their personal cell phones, computing devices, portable music, and entertainment systems to school. Each Building and classroom have the authorization to set individual usage guidelines. Students who bring a device to school must use it only in accordance with the building and teacher's device rules.

Approved: August 27, 2018



8300            Student Discipline (Cf. 5220)

The Superintendent shall develop a District-Wide Discipline Policy for approval by the Board. The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: deny participation in special school activities; before or after school detention; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider: an effective parental communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government.

Per Michigan Public Act 360 of 2016, any discipline procedure and disciplinary action shall consider the following factors as outlined in Section 1310(d) of the Revised School Code:

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

All employees are responsible for the regulation of student conduct.

Approved:     August 27, 2018  
LEGAL REF: MCL 380.1312; 380.1311; PL 103.227  
                 Revised School Code is Section 1310c

## 8350 Seclusion and Restraint

Consistent with Michigan Department of Education Policy, the Board directs all staff to use positive behavior interventions and support to enhance the academic and social behavior outcomes for all students.

In accordance with Revised School Code Sections 1307-1307h and Michigan Department of Education 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. The Board directs that any use of emergency seclusion or emergency physical restraint be consistent with Michigan law, Michigan Department of Education policy, and Michigan Department of Education guidelines.

All staff, including substitute teaching staff, shall obtain annual training on Seclusion and Restraint requirements.

Approved: August 27, 2018

LEGAL REF: Revised School Code is Section 1307-1307h

## 8450 Student Wellness Policy

To assist in the creation of a healthy school environment, the District's Wellness Policy Committee will provide an ongoing review and evaluation of the District's Wellness Policy and State/Federal regulations.

The Superintendent shall appoint a member of the administrative staff of the District to organize the Wellness Policy Committee (also known as the Coordinated School Health Team) and invite appropriate District stakeholders to become members of the Committee, including:

- Administration
- Counseling/psychological/and social services
- Food services
- Health Education
- St. John School Based Clinic
- Parents/Guardians
- Students
- General Community including health care providers, hospital and public health department staff, non-profit health organizations, physical activity groups, community youth organizations, and university or other governmental agencies.

Staff shall be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages and support for:

- Self-respect.
- Respect for others.
- Healthy eating.
- Physical activity

These regulations are subject to ongoing administrative review and modification as necessary to help assure compliance with the purpose and intent of District's Wellness Policy. Any District stakeholder wishing to express a viewpoint, opinion, or complaint regarding these rules should contact: The Office of the Superintendent.

The Superintendent or Designated Administrators shall inform all students, staff, and community annual about the District's Wellness Policy.

## **Nutrition Education**

Nutrition education, a component of comprehensive health education, shall be offered to all students of the District. The Nutrition Education should also be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings on the District website, Rec & Ed classes, community and student-oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles.

The District may offer nutrition education in health and physical education classes, through the Project Healthy Schools programs, and as a unit in other classes. In addition, nutrition education topics shall be integrated into the entire curriculum and extra-curricular activities when appropriate.

## **Nutrition Standards**

The District shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The District shall encourage students to make food choices based on the most current Dietary Guidelines for Americans.

Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged.

After complying with accommodations addressing the needs of those with food allergies, each school in the District shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards.
- Fresh, frozen, canned or dried fruits and vegetables using healthy food prep
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less.
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce portions or less; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques.

- Accompaniments (sauces, dressings, and dips), if offered, in one-ounce servings or less.

The District shall monitor food service distributors and snack vendors including school stores to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues.

Healthy snacks are defined as a single serving size snack

- Contain 300 or fewer calories
- Contain at least one gram of fiber,
- Contain at least 10% of Calcium, Iron, Vitamin A or Vitamin C

Healthy beverages are defined as:

- A serving size of 12 ounces or fewer of 100% fruit and/or vegetable juice
- A serving of 8-16 ounces of non-fat, 2% and 1% milk
- Water
- Carbonated and flavored water without sugar
- Carbonated water
- 12 ounces or fewer of carbonated 100% fruit juice.

The District shall discourage using food as a reward and shall encourage serving healthy food at school parties. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations.

The District shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. Example: Sales of candy items (candy bars, sugar coated chocolate snacks, or the like) fundraising project should be replaced with healthy foods or non-food items such as candles, wrapping paper, greeting cards, etc.

Vending sales will not be permitted at Elementary Schools (except for staff-only areas). At the middle school, vending sales aside from fresh food vending, will be limited to 100% juice, calorie-free non-carbonated beverages, and low-fat milk. At the high schools, vending sales will contain healthy food and beverage choices. Foods of minimal nutritional value (as defined in the Nutrition Standards section) will not be served during an instructional day, including the meal service period.

## Physical Education and Physical Activity Opportunities

Developmentally appropriate physical education shall be offered every year in the Pre-K-12 program. Physical education topics shall be integrated into the entire curriculum when appropriate. The District shall implement a quality physical education program that addresses the following:

- 1) Curriculum:
  - a) Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
  - b) Has a curriculum aligned with the Michigan Physical Education Content
- 2) Standards and Benchmarks.
  - a) Influences personal and social skill development.
  - b) Instruction and Assessment:
    - i) Aligns curriculum, instruction, and assessment.
    - ii) Builds students' confidence and competence in physical abilities.
    - iii) Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
      - (1) Includes students of all abilities.
      - (2) Is taught by a certified physical education teacher trained in best practice physical education methods.
      - (3) Keeps all students involved in purposeful activity for a majority of the class period.
    - iv) Opportunity to Learn:
      - (1) Builds students' confidence and competence in physical abilities.
      - (2) Has a teacher-to-student ratio consistent with those of other subject areas and/or classrooms.
      - (3) Has enough functional equipment for each student to actively participate.
      - (4) Includes students of all abilities.
      - (5) Provides facilities to implement the curriculum for the number of students served.
    - v) The District should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all student's Pre-K through grade five.
    - vi) Recess should be in addition to physical education class time and not be a substitute for physical education.
    - vii) Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting.
    - viii) Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports.
    - ix) Physical activity opportunities might include: before- and after-school extracurricular physical activity programs, Safe Routes to School Programs, and use of school facilities outside of school hours.
  - c) Other School-Based Activities Designed to Promote Student-Wellness
  - d) The District shall strive to create a healthy school environment that promotes healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:
    - i) Dining Environment
      - (1) A clean, safe, enjoyable meal environment for students;
      - (2) Enough space and serving areas to ensure all students have access to school meals with minimum wait time;
      - (3) Drinking fountains in all schools, so that students can get water at meals and throughout the day;
      - (4) Encouragement to maximize student participation in school meal programs, and

- (5) Identity protection of students who eat free and reduced-price meal
  - (a) Adequate time for students to enjoy eating healthy foods with friends in schools;
  - (b) That lunch time is scheduled as near to the middle of the school day as possible, and
  - (c) That recess for elementary schools is scheduled before lunch so that children will come to lunch less distracted and ready to eat.
    - (i) Discourage the use of food as a reward or punishment in schools,
    - (ii) Not use physical activity as a punishment, and
    - (iii) Encourage using physical activity as a reward, such as teacher or principal walking or playing with students at recess.
  - (d) Consistent School Activities and Environment
    - (i) Encourage all school buildings to complete the Michigan Healthy School Action Tool to ensure that school
    - (ii) Encourage all school fundraising efforts to support healthy eating and physical activity.
    - (iii) Provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education,
    - (iv) Make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours
    - (v) Encourage parents/guardians, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home,
    - (vi) Encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas,
    - (vii) Provide information and outreach materials about other Food and Nutrition Service programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents/guardians,
    - (viii) Encourage all students to participate in school meal programs, (i.e., the National School Lunch and School Breakfast programs), and
    - (ix) Implement physical activity across the curriculum throughout the school day or in all subject areas, for example, Brain Break

All employees of the District are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum, these administrative rules. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of school personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults in the school environment are encouraged to make healthy food choices and engage in physical activity.

The District shall work through the Wellness Policy Committee and building level staff to find cost effective ways to encourage staff wellness.

#### Legal Reference

[http://www.michigan.gov/documents/Healthy\\_Foods\\_AttchmtA\\_12\\_9\\_83141\\_7.pdf](http://www.michigan.gov/documents/Healthy_Foods_AttchmtA_12_9_83141_7.pdf)

#### Resources

- Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004. <http://www.tn.fcs.msue.msu.edu/toolkit.pdf>
- A Recess Before Lunch Policy Implementation Guide, Montana Team Nutrition Program, Office of Public Instruction school Nutrition Programs, September 2003.

- <http://www.opi.state.mt.us/schoolfood/recessBL.html> Safe Routes to School Program Information: [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org)
- Exemplary Physical Education Curriculum (EPEC) <http://www.michiganfitness.org/EPEC>
- Michigan State Board Of Education Policy on Offering Healthy Food and Beverages in Venues Outside of The Federally Regulated Child Nutrition Programs, December 2003. [http://www.michigan.gov/documents/Healthy\\_Foods\\_AttchmtA\\_12\\_9\\_83141\\_7.pdf](http://www.michigan.gov/documents/Healthy_Foods_AttchmtA_12_9_83141_7.pdf)

The Role of Michigan Schools in Promoting Healthy Weight. September 2001. <http://www.emc.cmich.edu/pdfs/Healthy%20Weight.pdf>

Adopted: August 27, 2018



8460 Homeless Students

Students who meet the Federal definition of “homeless” will be provided a free, appropriate public education in the same manner as all other students of the District. Homeless students will not be stigmatized or segregated based on their status as homeless and will be assigned to the same facilities, classes and programs as those residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination based on their homelessness.

Homeless students are defined as those who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. Share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. Live in motels, hotels, trailer parks, (non-mobile home communities) or campgrounds due to a lack of alternative adequate accommodations
- C. Live in emergency or transitional shelters
- D. Are abandoned in hospitals
- E. Are awaiting foster care placement
- F. Have a primary nighttime residence that is a public or private place not designed for ordinary use as a regular sleeping accommodation for human beings, or
- G. Live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the District. The Superintendent or designee shall ensure that Homeless Students are provided with details on resources that are available through the MISD, Local charities, or other organizations.

Adopted: August 27, 2018

LEGAL REF: McKinney-Ventor Act, 42 U.S.C. §§11431 – 11436.

Title I, Par A of Elementary and Secondary Education Act, 20 U.S.C. §§ 6311-6315  
IDEA, 20 U.S.C. §§1400 et seq

## 8480 Student Health Services

Prior to entrance in school, kindergarten students shall be requested to present evidence that they have had a physical examination, or a statement signed by the parent/guardian that meeting this request is contrary to their religious beliefs.

### Immunization of Students and Vision Testing

All kindergarten students and other students entering school for the first time shall submit evidence that they have complied with the state's immunization requirements:

1. Submitting a statement by a physician that the child has been tested for, immunized or protected against, diseases specified by the director of public health;
2. Submitting a statement signed by the parents or guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunization; and/or
3. Submitting a signed request that the local health department give the needed protective immunizations.

The parent or guardian of each enrolling child shall submit a statement signed by a District, county, or city health department director stating that the child has passed the department of public health preschool vision screening test, or signed by a licensed medical or osteopathic physician, or a licensed optometrist stating that the child's eyes have been examined during the preschool years after age 3 and before initial entrance. A vision test is not required if there is a statement signed by a parent or guardian to the effect that the child cannot be subjected to the test because of religious convictions.

Unless compliance forms are filed by November 1 or within 60 days of entrance in the school District, students shall be excluded from school after said date and parents shall be so notified.

Approved: August 27, 2018

8510 Communicable Diseases - Students

Any student diagnosed by a physician as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other students and staff. The student will be re-admitted to regular classes upon termination of the illness, as authorized by the student's physician.

All persons involved with the student and the determination of the student's placement and/or services shall maintain the confidentiality of the student and the student's family insofar as the health and safety of other persons in the District are not compromised and in full compliance with state and federal law.

The Board reserves the right to require a written statement from a physician indicating that the student is free from all symptoms of the disease.

Communicable diseases as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment and/or the United States Centers for Disease Control.

Approved: August 27, 2018

LEGAL REF: MCL 333.5111; 333.5131; Family Educational Rights and Privacy Act of 1974

8580 Child Abuse

Any District staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the local Family Independence Agency.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

Access to Students on School Premises (Cf. 8140)

The building Principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by FIA representatives on school premises.

Cooperation between School and Agencies

Elementary and secondary schools, FIA and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, law enforcement officers on school premises for the purpose of investigating a report of suspected child abuse or neglect shall not be in uniform.

Approved: August 27, 2018  
LEGAL REF: MCL 722.621-636

8650 Student Accidents

In the event of an accident or injury, after seeking prompt medical attention where necessary, the parent/guardian shall be notified in detail of circumstances involved and a written accident report shall be filed. Each accident report shall be evaluated to eliminate reoccurrence. Each administrator shall periodically review his/her building and grounds for safety hazards.

Approved: August 27, 2018

8660 First Aid

First aid may be administered to students by District staff only in the case of extreme emergency or when necessary. In the event of a student injury, the parents or legal guardian of the student shall be notified as soon as possible following the injury; and, in the event of serious injury, the local police and/or fire department shall be notified. The procedures set forth in the Emergency Procedure Booklet prepared by the administration shall be followed.

Approved: August 27, 2018  
LEGAL REF: MCL 691.1504

## 8670 Administration of Medications

Whenever possible, medications for students should be administered by parents at home. As a service to the family, the Superintendent may 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.

School personnel shall at all times act within the limits of their training and shall not diagnose, prescribe, or provide medication. Teachers and other school personnel may in good faith administer medication to a student in the presence of another adult or in an emergency situation that threatens the life or health of the students pursuant to written permission of the students' parents or guardian in compliance with the instructions of a physician.

### Student Self-Medication

With the exception of transdermal medication "patches" applied at home, elementary school students may not possess or self-administer any medications on school premises. Under exceptional circumstances, special arrangements may be made by the Superintendent at the written request of a licensed physician.

At no time shall a student provide his/her prescription or non-prescription medication to another student. Students who violate this policy may be subject to discipline and may be denied permission to possess medication on school premises.

The Superintendent shall establish rules and procedures for implementing this policy.

### Lifesaving Medication

The Superintendent may work with the Intermediate School District and county medical control or other licensed physician to investigate and establish standing orders, protocol and training for the provision and administration of epinephrine or other lifesaving medication by school personnel, in accordance with the recommendations of the American Academy of Pediatrics and other professional medical associations.

Approved: August 27, 2018

LEGAL REF: MCL 380.1178; AG Opinion #6476, #5679

## 8675 Epinephrine Auto-Injectors

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. A variety of allergens can cause anaphylaxis, but the most common are food, insect bites, medications and latex.

Each School Site in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the person trained in the appropriate use and administration of an Epi-Pen injection to be sure the supply of Epi-Pens is maintained at the appropriate level and that they have not expired.

### Individuals Qualified to Administer

Only a school employee who has successfully completed the required training shall be authorized to possess and administer Epi-Pen injections. Each school shall have at least two persons trained in the appropriate use and administration of an Epi-Pen injection.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be consistent with guidelines provided by the Michigan Department of Education and shall be conducted under the supervision of a licensed registered professional nurse. The training conducted by the nurse shall include an evaluation of the employee's understanding of the protocols for administering an Epi-Pen injection.

### Persons to Whom Injections May Be Administered

Trained and authorized employees under this policy may administer Epi-Pen injections to any student who has a prescription on file with the District, in accordance with the directives in such prescription, and any individual on school grounds who is believed to be having a severe allergic reaction (anaphylaxis).

### Reporting of Injections

The District shall at least annually report to the Michigan Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with the school's Epi-Pens and the number of incidents where students were not known to be subject to anaphylaxis.

MCL 380.1178, 380.1179, 380.1179A

Adopted: August 27, 2018



8690 Food and Drink in Classrooms

There will be no food or drinks allowed in classrooms without building Principal's permission.

All functions that require or allow food or drinks can be held in the designated school areas, per building administrator's permission.

Notification by the building administrator should be given to the building and grounds department as to the scheduled times.

Approved: August 27, 2018

8705 Contests for Students

Contests for students shall be limited to those with direct educational value and only those approved by the building Principal.

Approved: August 27, 2018

### 8730 Student Publications

Student publications shall not be libelous, disruptive or obscene (obscene as defined by local community standards) to the extent allowed by law and may be distributed on school property during school hours in areas designated by the building Principal. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject any publication or which causes substantial and material interference with "normal school activities" shall not be permitted.

Approved: August 27, 2018

8750 Student Volunteers / Community Service

Requests for student involvement in community service activities that are not part of the regular school program shall be reviewed by the building Principal and submitted to the Superintendent for approval.

Approved: August 27, 2018

It is the policy of the Clintondale Community School District that equal educational opportunities be provided for all qualified students. No qualified student shall, solely, by reason of his or her gender, race, color, religion, maternal organ, disability, mental status and/or pregnancy be denied the benefits of any student program or student activity except as provided by law.

This policy shall be posted on the District's website.

A procedure for filing Complaints of violation of this policy shall be established and notice of this procedure shall be made available to all students, parents of students and faculty/employees of the District.

A Discrimination Complaint Coordinator shall be appointed who shall be responsible to investigate all complaints and report findings and recommendations to the Superintendent. The Discrimination Complaint Coordinator shall also oversee development and evaluation of the District's non-discrimination policies and report same to the Superintendent.

#### *Associated Administrative Procedure*

#### **Discrimination Complaint Procedure**

The Clintondale Community School District Board of Education is committed to providing equal educational opportunities for all qualified students. The board has adopted a policy that provides that no qualified student shall, solely by reason of his/her race, color, religion, national origin, gender, disability, marital status and pregnancy, be denied the benefits of any student program or student activity except as provided by law.

To assure compliance with this policy the position of Discrimination Complaint Coordinator has been established. Said position shall be appointed by the School Board at the beginning of each school year. The name and contact information for the Discrimination Complaint Coordinator for the 2018/2019 school year is Dr. Rene Nota, her contact information is 586-791-6300 ext. 4017; email: [notar@clintondaleschools.net](mailto:notar@clintondaleschools.net), address: 35200 Little Mack, Clinton Township, MI 48035.

If a person or student believes he/she has been discriminated against in violation of the school policy or under the law, the following grievance procedure shall be followed:

1. The student who believes they have been discriminated against is first encouraged to seek a resolution through appropriate informal discussions with the individual(s) alleged to have committed the violation.
2. If the informal discussion does not satisfactorily resolve the issue, the aggrieved student (or parent on behalf of the student) shall submit a written statement setting forth the act or acts supporting the claim of discrimination and submit same to the Discrimination Complaint Coordinator, or his/her designee, within thirty (30) days of the informal discussion. This statement shall include a specific description of the alleged discriminatory denial of opportunity to the student, name(s) of the person or persons

causing the alleged violation, the date of the alleged violation, the resolution sought by the student and the signature of the student and his/her parent or guardian.

Within five (5) business days of receiving the Complaint, the Discrimination Complaint Coordinator will initiate an investigation.

As soon as appropriate in the investigation process, the Discrimination Complaint Coordinator will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Although certain cases may require additional time, the Discrimination Complaint Coordinator will attempt to complete an investigation into the allegations within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- (a) Interviews with the Complainant;
- (b) Interviews with any persons named in the Complaint;
- (c) Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- (d) Consideration of any documentation or other evidence presented by the Complainant, Respondent, or any witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Discrimination Complaint Coordinator shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and State and Federal Law, as to whether the Complainant has been denied access to educational opportunities on the bases of one of the protected classifications. The Discrimination Complaint Coordinator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The Discrimination Complaint Coordinator may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Discrimination Complaint Coordinator, the Superintendent must either issue a final decision or request the Complaint be further investigated. A copy of the Superintendent's final decision will be delivered to the Complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

3. If the Complainant feels that the decision does not adequately address the complaint he/she may appeal the decision to the Board of Education of Clintondale Schools for a due process hearing.

Approved: August 27, 2018

## 8860 Homebound Instruction

Physically handicapped students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are temporarily handicapped are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parents to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's school work.

Approved: August 27, 2018

8920 Foreign Exchange Students

The District will cooperate with students who are interested in entering the foreign student exchange program.

Approved: August 27, 2018  
LEGAL REF: AG Opinion #6316



8940 Student Records

Except as otherwise provided in this policy or as approved by law, student records shall be confidential and shall not be disclosed to any person, firm or corporation by any employee of the District.

Student's records may be disclosed under one or more of the following circumstances:

- a. The parents or guardian of the student, or the student in the event he/she is over 18 years of age, has filed written consent with the appropriate administrator authorizing the District to disclose the student's records. The written consent shall indicate to whom the information is to be furnished and shall identify the type of said information.
- b. When a student moves from the District and enrolls in another school District, the student's CA 60 file shall be forwarded to the new school upon request of the enrolling District.
- c. Grade transcripts may be furnished upon the written request of the student to schools and institutions of higher learning.

A student's records may be examined by his/her parents or legal guardian and/or by students accompanied by his/her parents or guardian during the normal business hours of the District.

Approved: August 27, 2018

LEGAL REF: MCL 15.231 *et seq.*; 600.2165; Family Rights and Privacy Act (PL 93-380); MCL 380.1134-1135