

Student Code of Conduct

2023-24

ALLEN PARK PUBLIC SCHOOLS

...an uncompromising commitment to excellence



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SECTION 1: GENERAL INFORMATION

INTRODUCTION

A primary objective of the Allen Park School District is to assist each student to develop into a responsible, law-abiding citizen. Each student is given the opportunity and environment to reach his/her maximum potential. An aspect of the growing-up process is respect for rules and regulations established for the protection of the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated.

The discipline policy of the Allen Park School District is based on humanitarian principles and ideals. The district recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on sound guidance principles and respect for the individual.

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth. Student abilities, attitudes, and habits essential to acceptable self-controlled behavior are the foundation of the Code of Conduct. This Code of Conduct applies to all students attending school, in route to or from school, and while in attendance at school-sponsored events. Reference should be made to your building's student handbook for variations/exceptions to this Code of Conduct.

ASSEMBLY

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is not permitted.

DISTRIBUTION OF SCHOOL AND NON-SCHOOL SPONSORED MATERIALS

- *School-Sponsored Publications*

Students who edit, publish, or distribute school-sponsored and/or curriculum related publications, or who produce school-sponsored or curriculum related radio or television material, are prohibited from presenting any material which contains obscene, lewd, vulgar, or other plainly offensive speech. Building administrators and staff additionally retain the right to control content over school-sponsored publications to assure that participants learn whatever lessons the activity relative to the publication(s) is designed to teach, and to assure that readers or listeners are not exposed to material inappropriate for their level of maturity, and that views of individual speakers are not attributed to the schools or school district.

- *Non-School Sponsored Publications:*

Students who wish to edit, publish or distribute non-school sponsored publications in any form among students within their schools must assume responsibility for the content of such publications. The publications shall not contain any material which is obscene, lewd, vulgar, or otherwise plainly offensive speech. Additionally, any material which causes or may tend to cause a substantial and material disruption to the good order and operation of the school may be prohibited. Building administrators may impose reasonable time, place and manner restrictions on the distribution of all student publications and communications.

EMERGENCY SCHOOL CLOSINGS

On days when it becomes necessary to close schools because of adverse weather conditions, loss of power or other emergency, announcements will be carried on:

- WWJ-AM (950 AM)
- WJR-AM (760 AM)
- WJBK-TV Channel 2
- WDIV-TV Channel 4
- WXYZ-TV Channel 7

Parents/guardians will receive a phone call from the district utilizing contact information in the MISTAR Parent Connect Portal. Information will also be available on the district's [website and](#) the district's social media outlets.

EDUCATION

Students have the right to an education and they also have the responsibility not to interfere with or threaten the education of others by their actions. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing the channels provided for this purpose.

EDUCATIONAL AND RACIAL EQUITY

Allen Park Public Schools is committed to the success of every student in each of our schools; developing capable, involved citizens who recognize that they are citizens of a global community, who use critical thinking.

CHANGE OF EMERGENCY CONTACT INFORMATION

The Back to School registration process is required for all returning APPS families to easily update medical, demographic and contact information in the MiStar Parent Portal. Once logged into the portal, look for the "Back to School Registration" link in the upper-right corner of the home screen and follow the prompts.

COVID-19 INFORMATION

Throughout the school year, the District's plans and procedures as they relate to COVID-19 will likely be updated to reflect the changes in the requirements for school districts under state and federal laws, executive orders, and other legal authority, as well as changes in guidance from the CDC, local health departments, and other sources. Families should continually monitor emails as well as the information at the links provided to remain informed of the District's procedures and protocols related to COVID-19.

A link to the [District's COVID-19 Information](#) page can be found [here](#).

EXPRESSION

A basic purpose of education is to prepare students for a democratic society. Students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interferences by the school with these liberties or with the student's expression of controversial points of view.

FOOD SERVICE – LATE FEES

The “My Payments Plus” Point of Sale System used in the District is designed to be a prepaid system where students deposit money into their My Payments Plus account to make purchases. There is a “no charging” policy at all levels. Students must have money in their account or cash in hand in order to purchase food or beverage items. Checks can be made payable to: “Allen Park Public Schools,” listing the student’s name and account number in the memo line of the check. It is District practice to charge a \$25.00 fee (subject to change) for any check returned by the bank as non-payable.

FREEDOM OF SPEECH

Students are entitled to express their personal opinions. However, it is important to recognize that a student’s freedom of expression is not absolute or unlimited. A student’s expression may not interfere with the freedom of others to express themselves or substantially disrupt the educational process. The use of obscenities, hate speech and threats, personal attacks and/or libelous and/or slanderous remarks that damage a person’s reputation is prohibited. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

MANDATORY REPORTING OF STUDENT’S HEALTH AND SAFETY

Our first concern is always for the health and safety of all students at APPS. For this reason, and in accordance with the law, staff members are required to report any information that suggests a student may harm themselves or others or that the student may be a victim of abuse or neglect. If a student discloses such information either directly to a staff member, or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities and/or agencies. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students.

Please be advised that school districts are required to report certain acts of student misconduct to police or other state and/or federal agencies.

MEDICATIONS

Medication Given by Staff to Student

No medication is to be given to any student by an employee unless policy and regulations are followed.

The administration of prescribed medication and/or certain physician prescribed procedures to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or procedures were not made available during school hours.

A school administrator, teacher, or other school employee designated by the school administrator may administer prescription medication and/or certain physician-prescribed procedures to students upon the written request of parents or guardians, along with instructions from the attending physician, and in accordance with administrative regulations established by the Superintendent.

The form entitled, "[Permission Form for Prescribed Medication](#)," must be completed prior to the administration of any medication or treatment.

Staff must administer medication in the presence of another adult in order to benefit from MCL §380.1178 that holds harmless from criminal or civil action an employee who properly administers such medication.

Student Self-Administered Medication

State law permits students to physically possess inhalers and EpiPens prescribed by their physicians. However, the Permission Form for Prescribed Medication must be completed prior to the use of these medications.

At the elementary level, students are permitted to possess only EpiPens and/or inhalers. All other prescriptions and non-prescription medication are dispensed through the principal's office in accordance with the administrative regulations accompanying this policy.

At the middle school level, students may possess EpiPens and/or inhalers as well as administer appropriate non-prescription medications provided by their parents for the students' personal use. However, all prescription medication must be administered in the appropriate school office, utilizing district procedures outlined in the administrative regulations accompanying this policy.

At the high school level, students may possess EpiPens and/or inhalers as well as administer prescribed dosages of prescription and non-prescription medication authorized by their parents or their physician for the personal use of the student. Verification of authorization may be requested when there is a question about the use of a particular medication.

Best practice calls for allowing students to self-carry with parent and prescriber permission for very few medications, ex. Inhalers, epinephrine auto-injectors and diabetes medications and supplies. Over the counter medications are to be kept stored in the office like all other non-emergency medications.

Unauthorized use of prescription or non-prescription medication may place the student in jeopardy of violating the District's policy against substance abuse.

Exceptions to this policy may be made by the Superintendent after discussion with the student's parent(s) or guardian(s) and appropriate administrative personnel.

Use of Medications

No medication is to be given to any student except under the following conditions:

- a) Medications which must be taken by pupils at school requires a written request from the parent(s) or guardian(s) together with a written set of instructions from the physician prescribing the medicine. The child's name, the doctor's name, the name of the expected duration of the treatment, possible side effects, and special instructions, shall be listed clearly by the doctor on the Permission to Administer Medication form. This request is to be kept on file in the school office.
- b) The container must be labeled with the child's name, the doctor's name, the name of the medicine, dosage, and frequency of administering the medication. All medications will be dispensed through the school office except those outlined in the Policy.

- c) Medication may be given by either a school administrator, teacher, or other school employee designated by the school administrator and must be administered in the presence of another adult. The person administering the medication must verify the identity of the student and match the medication being dispensed. All staff authorized to administer medication or treatment will receive training on this policy and the superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures, and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.
- d) Prescription medications for the elementary, middle school and high school students must be brought to the school by the parent/guardian. Delivery may be acceptable with written permission by parent and medication count obtained.
- e) Students at all levels who carry EpiPens and inhalers must have that fact indicated on the Student Emergency Card.
- f) If there is a question regarding the legitimacy of a particular medication, the principal or designee shall investigate. Guidance from the parent(s) or guardian(s) and/or physician is mandatory.
- g) Parent(s) or guardian(s) must be informed that it is their responsibility to notify the school of any changes in the medication status of their children.
- h) Questions or concerns regarding implementation of this policy must be submitted to the principal or superintendent as appropriate.

The Storage of Medicine

Prescribed, medicinal preparations (with the exceptions of EpiPens and inhalers carried by the student) shall be stored in a securely locked, designated location at all times; the principal shall be responsible for designating such location. Each principal or authorized person shall store the identified supply of prescribed medication.

The following guidelines shall be applicable for the storage of medicines:

- Internal medication shall not be stored in any school unless it has been currently prescribed.
- Unused medication shall be returned to the parent or responsible guardian within one week. If such a return is not possible, the principal or authorized person shall dispose of such medication and duly record the action.
- The principal or authorized person shall make recommendations, whenever possible, to the parent concerning the safe storage of medication in the home.

Legal Records

In each school wherein, any medicinal preparations are administered, the principal or authorized person shall keep a record book with consecutively numbered pages in which shall be recorded in ink the administration of medicinal preparations.

The following guidelines shall be applicable to such record keeping:

- The record book, as a legal record, shall be kept in a secure place, preferably under lock with the medications.
- All entries must be in ink and in sequential order.
- If the student refuses to take the medicine, or it is not administered as prescribed, a notation should be recorded and the parent notified.
- If an error is made when recording, a pen line should be drawn through the entry and the correct data should be recorded on the next line and signed.

- The written order of the physician and the written authorization of the parent or responsible guardian shall be filed with the student's cumulative health record and retained for a minimum of three years.
- An appropriate summary for each medication shall be completed at least once every school year and shall be included as part of the student's health record.

OFF-CAMPUS CONDUCT

Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the Allen Park Public School District. In addition, students' off-campus actions that have a direct and immediate effect on the general safety and welfare of students and staff may result in disciplinary action whether or not part of a school-sponsored activity.

PETITIONS

Students have the right to present petitions; however, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process. Students shall not be subjected to disciplinary measures for initiating or signing a petition providing that the petition is free from obscenities, libelous statements, and personal attack.

PROCEDURES FOR REVIEW

The Student Code of Conduct is designed to promote fair application of rules and regulations. However, in instances where a parent or guardian believes a particular situation has not been satisfactorily resolved, it is important to follow the appropriate procedures for review. Initial discussions to resolve a concern should begin with the teacher if there is a concern regarding the teacher and your student, or the assistant principal, if there is a concern regarding the assistant principal and your child. Usually, these concerns can be resolved by discussion with the individuals involved at each level. If the concern is with athletics, you should begin with coach then progress to the Athletic Director. This process is essential to success. Sometimes the parent or guardian may sense that the relationship is not working effectively. Then and only then should the concern be forwarded to the next level in the chain of command, i.e. principal first and then second, the office of the superintendent (the superintendent may designate or assign a designee to resolve the issue). At this point, the situation will be reviewed and investigated if necessary. You will be asked to be patient while all particulars regarding the situation are reviewed. It is important that all parties understand the need for calm and objective assessment of the concern. All parties will endeavor to reach a resolution that is fair and consistent with existing board policies and in the best interests of the student. Likewise, it is expected that employee rights and responsibilities will be upheld.

RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment ensures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment guarantees due process and equal protection. These rights apply to school situations.

A primary task of the school is to create a stimulating learning climate for all students. Such a climate includes a broad exposure to the rights and responsibilities of citizens in a democratic society. That the school community in educating the young for citizenship is reason for scrupulous protection of the constitutional freedoms of the individual involved.

Students are given opportunities to exercise their rights and assume responsibilities for citizenship.

Our schools strive for equity and balance. This can be accomplished only when the rights of students are equitable and balanced by the responsibilities on which the rights are based.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way they exercise their rights. A student must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, students, and parents must work cooperatively to avoid the extremes of regimentation or anarchy.

These statements set forth the rights and responsibilities of students in the public schools of Allen Park. These rights and responsibilities are inseparable. These statements should not be interpreted as all-inclusive. The student has rights guaranteed by the Constitution and the law.

Rights carry with them certain responsibilities which must be shared by the students, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed as follows:

RESPONSIBILITIES OF STUDENTS

- A. To attend school regularly, on time, prepared to learn to the best of their ability
- B. To respect the rights of others
- C. To respect the property of others, including school property which parents have paid for through taxes
- D. To follow reasonable requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff
- F. To follow the rules and regulations as set forth in the Code of Conduct

RESPONSIBILITIES OF PARENTS

Recognizing the importance of parent involvement in the educational success of children, the board of education strongly encourages parent participation in educational program planning in school improvement efforts.

Parents are encouraged to be actively involved in local school improvement teams and system-wide efforts which impact educational change as well as in the planning, development, implementation and evaluation of all state and federal programs.

- A. To assist their child in attending school regularly and on time
- B. To respect the rights of others
- C. To provide their child's health, personal cleanliness, acceptable grooming, and suitable dress
- D. To listen to, consult with, understand, and trust their child
- E. To work with school personnel and community groups to communicate concerns which may interfere with a child's education
- F. To teach their child to respect lawful procedures and the rights of others
- G. To be responsible for and insistent upon their child's understanding and development of self-reliance and independence
- H. To instruct their children to abide by the Code of Conduct

RESPONSIBILITIES OF TEACHERS

- A. To know and enforce the rules consistently and fairly
- B. To respect the rights of others
- C. To respect the individuality of students
- D. To assist students in becoming self-reliant and independent
- E. To work with parents, students, and school staff to provide for positive change
- F. To notify parents and/or students who may be failing a course
- G. To abide by the Code of Conduct

RESPONSIBILITIES OF ADMINISTRATIVE STAFF

- A. To know and enforce consistently and fairly the rules and policies of the individual school and the school district
- B. To respect the rights of others
- C. To establish a climate of understanding toward all students, parents, and staff
- D. To encourage innovative practices in the individual buildings which will increase students' self-respect and self-reliance
- E. To abide by the Code of Conduct

RESPONSIBILITIES OF THE BOARD OF EDUCATION

- A. To hold the superintendent and school employees responsible for the fair and consistent application of policies of the board of education
- B. To respect the rights of others
- C. To work to adopt clear, understandable policies that enforce the goals of the school system.
- D. To maintain open communication with all segments of the community
- E. To foster attainment of the best possible educational environment
- F. To abide by the Code of Conduct

RETENTION POLICIES

Grades Kindergarten through 8th

The Board of Education recognizes the need for students to progress through school demonstrating the satisfactory completion of the required work as preparation for the next higher grade. However, because of individual differences in all children, children may be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

Criteria for Retention

The following areas must be considered:

- a) Academic skills
- b) Emotional development
- c) Social skills
- d) Chronological age
- e) Size and physical development
- f) Attitudes and reaction of student and parent
- g) State Law, ~~including the 3rd Grade Retention Law~~

Quantifying specific standards to be applicable to elementary students is most difficult. The evaluation of students remains with the professional judgment and discretion of the child's teacher and building administrator.

A parent may request or appeal their child's retention by making a written request to the principal.

Elementary School

Procedure for Retention

- At the end of the second card marking, all parents of students who appear headed for possible retention will be contacted by the teacher virtually or by phone to discuss the possible consequences. Parents could be notified at a later date if the student is failing to achieve as a result of missed participation. A letter relative to the details of the meeting will be filed in the student's CA-60 with a copy sent to the parents.
- At least six weeks prior to the end of the school year, all parents of students who appear headed for possible retention will be called in to meet with the teacher and principal. A letter relative to the details of the meeting will be filed with a copy sent to the parents.
- A parent may appeal their child's retention by making a written request to the principal.

SCHOOL RESOURCE OFFICER

A local police officer is regularly on school properties, working in partnership with the schools to enhance the educational setting. The SRO tasks are varied, and include classroom presentations, link to court and service agencies, advice/counsel for students and parents, and serving as a resource for school officials and law enforcement. Our schools maintain strong connections with the various local police departments and frequently partner with them on safety and educational matters.

SEARCH AND SEIZURE (Board Policy 5771)

General Searches

General searches of school property may be conducted at any time by school personnel for the purpose of enforcing school regulations concerning health, safety, or order.

Student Privacy

The board of education recognizes that the privacy of students in their persons and their immediate personal property may not be violated by an unreasonable search and seizure, and accordingly students and their immediate personal property will not be subject to search and seizure without reasonable, individualized suspicion of misconduct.

Searches of Person and Personal Property

Upon reasonable suspicion to believe that a student may possess illegal items (firearms, weapons, drugs, etc.) or other items reasonably determined to be a threat to the safety or security of the student or others, or items which are used or attempted to be used to disrupt or interfere with the educational process, an administrator may search that student's person and the property of the student, including by way of example, bags, briefcase, satchels, purses, and automobiles.

STUDENT PARKING - HIGH SCHOOL

It is considered a privilege to park in the high school parking lot. Students are not allowed to park in any area not designated for student parking. If students disregard the traffic or parking regulations, they will lose this privilege. Possible consequences of traffic or parking violations include sticker notices, loss of parking permit, ticket from the Allen Park Police Department, towing and suspension. Allen Park Public Schools assumes no responsibility for any damage or theft that may occur.

Search of Vehicles; High School Parking Lot

By entering the high school parking lot, the person in charge of any vehicle consents to search of the entire vehicle and its contents (with or without cause) by school officials (or police officers).

Lockers or Other School Property Assigned to Students

Lockers, desks, and other school district property that may be assigned to students remains the property of the school district and are assigned so that students may store supplies, clothing, and other items necessary for their needs while at school. Students have no expectation of privacy in lockers, desks, or other school property assigned to them for storage purposes, or in the contents thereof. Searches of lockers, desks, other storage properties, or their contents may be conducted at any time, with or without reasonable suspicion. A student's privacy rights as to any items which are not illegal or against school policy will be preserved.

Seizure

Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used, or attempted to be used, to disrupt or interfere with the educational process, will be removed from the student's possession. Such items may be turned over to law enforcement agencies and used in connection with criminal proceedings against the student, as well as disciplinary action by the Allen Park Public Schools.

STUDENT ACTIVITIES

Students have the right to participate in school activities regardless of race, sex, color, creed, religion, national origin, or physical handicap.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Students temporarily suspended from school shall not be allowed to attend or participate in any curricular or extracurricular activity during the time of their suspension unless the terms of their suspension allow otherwise.

STUDENT DRESS CODE

The Board recognizes the right of each building to establish and enforce their own dress code guidelines. These guidelines can be found in each building's student dress code guidelines.

Students are expected to determine their patterns of dress and grooming, provided that such dress and grooming do not interfere with the health and safety of themselves or others and does not interfere with the educational process of the school.

TRESPASSING

It shall be unlawful to trespass upon private or public property without the expressed or implied consent or license of the owner (Code 1957, 8-132; Ord. No. 70-18, 32, 4-27-71).

SECTION 2: PUBLIC NOTICES

FERPA

[The Family Educational Right and Privacy Act](#) (FERPA), a Federal law, requires that school districts, with certain exceptions, obtain parental consent prior to the disclosure to third parties of personally identifiable information from your child's education records. However, the law provides that the district may disclose appropriate designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The following items are designated as directory information at APPS: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, and the student's photograph or electronic images as published in school yearbooks and newspapers. If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1 of the current school year. A FERPA [opt out form](#) is available through the enrollment process, as well as during the "Back to School" registration process.

Please be advised that the Elementary and Secondary Education Act of 1965 and 2001 National Defense Authorization Act require that districts provide military recruiters, upon request, with access to names, addresses and telephone listings of secondary school students unless the parent/guardian provides written notice that they do not want their student's information disclosed without their prior written consent. Additionally, the Revised School Code, MCL 380.1139, requires that school officials of a public high school provide the same access to pupil directory information to the armed forces of the United States and to service academies of the armed forces of the United States as is provided to other entities offering educational or employment opportunities. If you do not want the district to disclose this information without your prior written consent, you must notify the district in writing by October 1 of the current school year using the FERPA [opt out form](#).

Pursuant to FERPA, school districts are precluded from releasing documents or discussing information about another student absent written authorization from that student's parent or guardian. This includes discussion of another student's discipline or responding to questions about another student's discipline.

RIGHTS TO ACCESS STUDENT RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the board of education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent or notification of the student or of the parent or guardian of a student under 18, except for teachers and officials of this school district who have a federal request for submission of student records in connection with the student's application for financial aid, and as otherwise provided by law and/or regulation. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other release of student's records, parental or student consent is needed unless otherwise provided by law and/or regulation.

STUDENT RECORDS

The following school officials are responsible for keeping student records:

Principals, Allen Park High School, 18401 Champaign

Director, Allen Park Preschool, 14700 Moore

Principals, Allen Park Middle School, 8401 Vine

Principal, Arno Elementary, 7500 Fox

Principal, Bennie Elementary, 17401 Champaign

Principal, Lindemann Elementary, 9201 Carter

"Directory-type" information defined to include a student name, address, telephone number, date of birth, participation in school activities, honors and awards, and other similar information shall be released to public newspapers, school paper, newsletter, and announcements.

Any parent or student objecting to the release of such information shall notify school authorities of this objection, in which case the information relating to that person will not be made public. An opt out form can be found on the district website.

The Allen Park Board of Education publishes the above-mentioned information on the district website, during the enrollment process, and during annual registration.

CONFIDENTIALITY -- STUDENTS

Dissemination of Student Records

STUDENT AND PARENTAL ACCESS

Any student 18 years of age or older attending school, or any parent of a student who is under 18 and attending school, may examine the official records, files, and data of the school directly relating to the student. The parent of a student 18 or older does not have the right to examine the student's files without the student's consent. The term "parent" includes guardian. The official records, files, and data which are accessible to a student or parent include all matter in the student's cumulative record and include, but are not limited to, the following:

- Identifying data
- Academic work completed
- Level of achievement (grades, standardized achievement test scores)
- Attendance data
- Scores on standardized intelligence, aptitude, and psychological tests
- Interest inventory results
- Health data
- Family background information
- Teacher and/or counselor ratings and observations
- Verified reports of serious or recurrent behavior patterns

Notes or observations made concerning a student by an individual teacher, counselor, or administrator which are not communicated to other persons are not considered part of the official records, files, and data which must be made available. If a student's official record includes data on another student, a person entitled to examine the record should receive or be informed of only that part of the record pertaining to the individual or the child or the individual entitled to access. Information regarding other identifiable students should be excluded.

Third Party Access

Without the consent of an adult student, or of the parents if the student is under 18, no school may divulge records or personal information contained in them to anyone except:

1. Teachers or school officials within the district who have legitimate educational interest in looking at the records
2. Official of a school or system in which the student intends to enroll if:
 - a) the student or parents are notified
 - b) the student or parents are allowed a copy of the transmitted material, if desired
 - c) the student or parents are given an opportunity for a hearing to challenge the contents of the transmitted material
3. In compliance with a judicial order or lawfully issued subpoena, if the student or parents are notified of such an order or lawfully issued subpoena in advance of compliance
4. When a student applies for financial aid, the Secretary of Education or an administrative head of a federal education agency may request the student's records be sent to the secretary, such as administration head, or a third person. In this instance, records may be transmitted with the consent or notification of the student or parents (examples of administrative heads of a federal education agency are the Commissioner of Education, Director of the National Institute of Education, and the Director of the National Center for Educational Statistics). If the request for access by the secretary of such an administrative head is made not in connection with an application for financial aid, the secretary or such an administrative head is authorized only to request data or personal records which do not contain the names of students or their parents.
5. Other individuals, agencies, or organizations authorized by the Family Educational Rights and Privacy Act as amended from time to time to receive records and information contained therein without consent but only upon conditions set forth in the act.

A record will be made of all requests for access to student records except requests made pursuant to paragraph one above.

The request for access forms shall be executed and filed except in the five numbered items above.

Access to Student Records, File, and Data

1. A written request for access to records must be made to the principal of the building or the superintendent. The request must specify with clarity which records or what data is requested.
2. If made by a student 18 years of age or older, or by the parents of a student under 18, the request shall be granted within ten (10) days, if possible, but in no event longer than forty-five (45) days after the request is made.
3. Examination of records shall only be made during the regular office hours of the school building in which the records are retained; records shall be reviewed in a place designated by the principal or superintendent and shall be reviewed in the presence of the principal or his/her designee.
4. In general, parents or students bear the responsibility for providing consent for a third party who wishes access to records.
5. The school district has no obligation to provide free services such as copying and mailing. Actual costs of such services may be charged. However, no "record fee" shall prevent access by a student or parent who is financially unable to pay such a fee.

All request and consent forms for examination and/or transfer of records shall become a permanent part of the student's records.

Hearing Procedure

CHALLENGES AND HEARINGS

A student 18 years of age or older, or the parent of a student under 18, may challenge the content of applicable school records on the grounds that it is inaccurate, misleading, or otherwise inappropriate. If desired by the student or parent, a hearing shall be conducted to provide an opportunity for the correction or deletion of contents.

- a) A written request must be made for a hearing. This request shall initially be made to the principal of the building.
- b) A hearing shall be conducted by the building principal within thirty (30) days of receipt of the request with allowance for representation of all parties by an attorney or a layman, the presentation of evidence, and cross-examination at the hearing (a written record of the hearing shall be made).
- c) This process (items 1 and 2) can be repeated with the Superintendent of Schools (the initial request can be eliminated and can be passed on to the superintendent if the superintendent feels it is warranted).
- d) A final appeal process can be made to the board of education after a hearing with the superintendent.

In all of the above instances, the hearing shall be private in order to protect the confidentiality of the student's records.

The total time limit following receipt of the written request to the initial day of the board hearing shall not exceed forty-five (45) days.

NON-DISCRIMINATION POLICY

The board of education shall comply with all federal and state laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 and its implementing regulations, the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. Allen Park Public Schools is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education or any program or activity for which the board of education is responsible and/or for which the board of education receives financial assistance from the U.S. Department of Education.

If any individual believes they have been discriminated against or believes that the district or an employee of the district has inadequately applied the principles and/or regulations of any federal or state law or regulation, or any requirement or regulation of the U.S. Department of Education, they should direct a complaint or request for accommodation to the co-compliance officers:

Dr. Matthew Sokol
Director of Special Education
Riley Education Center
9601 Vine Ave.
Allen Park, MI 48101
sokol@appublicschools.com
(313) 827-2124

Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign
Allen Park, MI 48101
foster@appublicschools.com
(313) 827-1232

All complaints will be handled in accordance with Board Policy and Administrative Guidelines.

HARASSMENT OR BULLYING – POLICY AND REPORTING (Board Policy 5517)

It is the policy of the Allen Park Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the board.

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

For purposes of this policy, "school district community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (Board Policy 5517.01)

The Allen Park Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes *written*, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "*at school*" activities in the district, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any

school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

How do I report an incident inconsistent with APPS Policy?

The following are expectations for all students regarding complaints of harassment.

STEP ONE: If you witness behavior that is disrespectful, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs.

STEP TWO: If the behavior doesn't stop, contact your principal or assistant principal as soon as possible to initiate a complaint.

STEP THREE: If the behavior continues, keep your parents and school staff members informed.

If you call a principal/assistant principal after traditional business hours to report an incident, please leave a voice message or send an email that includes detailed information about the incident that you are reporting.

To Report in Person

Please report any incident to a principal or assistant principal in person at any school.

All staff are responsible for assuring support for hate and bias incidents being addressed and for providing support for students and families impacted by an incident.

If an incident of hate and bias occurs, principals report incidents to the following co-compliance officers serving at the district level:

Dr. Matthew Sokol
Director of Special Education
Riley Education Center
9601 Vine Ave.
Allen Park, MI 48101
sokol@appublicschools.com
(313) 827-2124

Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign
Allen Park, MI 48101
foster@appublicschools.com
(313) 827-1232

Procedure

Any student who believes that they have been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the district may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a protected class, the principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying, (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

- [Harassment Report Form](#)

Co-Compliance Officers:

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(313) 827-1232

OK2SAY

OK2SAY is operated through a partnership of the Department of Attorney General, Michigan State Police, state agencies, state associations, schools, parents, law enforcement and community leaders, and is aimed at discouraging the persistent culture of silence among students who fear that reporting threatening behavior is intrusive and will lead to retaliation or result in a stigmatization of a "snitch."

OK2SAY enables students to **confidentially report** potential harm or criminal activities aimed at students, teachers, staff or other school employees. State law protects the confidentiality of the report's identify. The identity of the reporting party will not be disclosed to local law enforcement, school officials or the person against whom a tip is offered, unless the reporter voluntarily chooses to disclose his or her identity. If the reporter is a minor, the parent or guardian must also consent. However, to address any false reports to the program, prosecutors do have authority to seek a court order to review records when investigating false reports.

The program will operate as an early warning system in schools to thwart tragedies before they occur. Created as a result of the Student Safety Act (183 PA 2013), OK2SAY's focus is on early intervention and prevention. Students, teachers, parents, school workers, friends and neighbors can all submit tips, if they are aware of a threat in school. Tips can be submitted through the following ways:

Call: 8.555.OK2SAY (855.565.2729)

Text: 652729 (OK2SAY)

Email: ok2say@mi.gov

Web: www.mi.gov/ok2say

ZERO TOLERANCE POLICY

At Allen Park Public Schools, we are committed to creating an environment that fosters learning, respect, and collaboration. As part of this commitment, we maintain a zero-tolerance policy towards attacks against traditionally marginalized communities or any form of bullying, harassment, or racism.

Violations of these rules will result in swift and decisive action. If necessary, immediate engagement in the CSTAG Threat Assessment Protocol will be initiated. The CSTAG Threat Assessment Protocol is designed to address violations promptly and effectively. This process includes a thorough investigation, consultation with relevant stakeholders, and, if appropriate, disciplinary actions.

At Allen Park Public Schools, we celebrate diversity and actively work towards creating an inclusive community. It is everyone's responsibility to contribute to a positive and respectful learning environment.

By adhering to these principles, we ensure that Allen Park Public Schools remains a place of learning, growth, and mutual respect for all members of our community.

SECTION 3: ATTENDANCE

PHILOSOPHY OF ATTENDANCE

Attendance in class is directly related to success in school. Classroom instruction is organized in such a manner that the tutorial assistance of the teacher and the interaction of pupil discussion and activities are an integral part of instruction and requires attendance in class.

An excused absence is any absence which fulfills the following three criteria

1. Due to:
 - a) Illness
 - b) Professional appointments which cannot be scheduled outside the normal school day
 - c) Personal and/or family problems
 - d) Death in the family
 - e) Religious holidays
2. Is called in by a parent or guardian
3. Is documented appropriately

Students will be responsible for any required work during any missed class.

The Michigan compulsory law (380.1561) states a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The Allen Park Board of Education strongly supports a policy of utilizing every resource available to involve students in an on-going educational program on the basis of regular attendance. Each child is encouraged through a conscious effort on the part of the personnel to reach their maximum potential in all areas of development.

ALLEN PARK HIGH SCHOOL – ATTENDANCE

In order to provide a quality education for the students of Allen Park High School, good student attendance must be an important priority. It is an accepted reality that students achieve at a higher level when maximum time is spent on task in their various classes. Every effort should be made by students and parents to keep absences from school to an absolute minimum.

Attendance is the sole responsibility of the parent and student. Allen Park Public Schools has adopted two different parent notification systems to keep our parents updated regarding their child's attendance. Because of these new automated systems, we will no longer be sending home attendance letters, unless a student has reached the number of absences in violation of Wayne County Truancy Laws.

1) Automated Caller: Allen Park High School has access to an automated attendance calling system. This system will notify a parent when their child has been marked absent / unexcused from school. Calls go out two times per day. If you receive a call from our automated system, you are strongly encouraged to speak with your child regarding the absence. If a mistake happens and you received a call when your child was in class, you should contact the main office the next business day to clarify the situation. The teacher of record will be contacted regarding the absence in question.

2) Parent Connect: Parent Connect is an online tool that assists parents in staying updated with their child's academics and attendance on a daily basis. Parent Connect has several different features for our parent's use. Through this resource, parents have instant access to their child's attendance, grades, teacher email, and homework. As a parent, you can log in the system 24 hours a day 7 days per week. Log-in information and password are available by contacting the main office.

3) Make a phone call or send an email: As a parent you have the right and ability to make a phone call or send an email whenever you have a question or concern regarding your child's attendance. Your child's assistant principal would be more than happy to look up your child's attendance and discuss any issues over the phone.

With these parent notification features and / or by simply making a phone call we feel our students and parents have no reason to not be connected and updated regarding their child's academic and attendance records.

If you have questions about the attendance policy please contact:

Assistant Principal
9th - 10th Grade Students
313-827-1232

Assistant Principal
11th - 12th Grade Students
313-827-2663

Students may make up missed work for credit within a reasonable period of time as set by the teacher and student.

An unexcused absence is any absence that does not fulfill the definition of excused and is not a suspension day. Students are entitled to make up missed work.

1. If a student is absent, a phone call must be made to the attendance office (313) 827-1250 by a parent or guardian by the end of that school day in order for the absence to be excused. Failure to call will result in the absence being treated as an unexcused absence.
2. Any student reporting to school after 8:00 a.m. must report to the attendance office for a late pass. Students arriving after the first ten (10) minutes of the hour will be marked absent.
3. Within each class period, students arriving prior to the ten (10) minute tardy time frame will be marked tardy.
 - After receiving a 3rd tardy or more to class, they are referred to the JRC and the student may be assigned a one (1) hour morning or afternoon detention.
 - When a student accumulates seven (7) or more tardies to class, the student will be referred to the assistant principal's office. Disciplinary action will be taken by the administration.
4. Any student who needs to leave school because of illness or emergencies must report to the attendance office for permission to sign out.
5. This policy will be reviewed annually and necessary adjustments will be made.

After the first ten (10) absences in each semester (whether full or half day), the parent/guardian will be contacted by letter for an explanation of the absences.

1. After fifteen (15) total absences, a 2nd letter will be sent to parent/guardian asking for a meeting with administration with the school resource officer (SRO) cc'd. Interventions may include:

- Student interview
 - Parent contact
 - Contact with liaison officer
 - Filing a truancy complaint with appropriate authorities
2. After twenty (20) total absences the SRO will file a report with the Wayne County Prosecuting Attorney's office that will determine the most appropriate intervention. This may include:
- Student interview
 - Parent contact or home visit
 - Filing a truancy complaint with appropriate authorities

ALLEN PARK HIGH SCHOOL – VACATION POLICY

Vacation time during the school year is discouraged. However, if necessary, requests must be made at least one week prior to the first day of absence. A student may obtain a vacation request form in the main office. It requires that the student obtain teachers' signatures with the student's total number of absences to date in each class. The completed form should be returned to the attendance office before vacation departure.

- Assignments must be obtained prior to the first day of absence.
- All assignments are due the first day back to class.

The parent is encouraged to review and return the signed vacation request form to the attendance office. Parents must call the office to excuse their child's absence.

ALLEN PARK MIDDLE SCHOOL – ATTENDANCE

After the first ten (10) absences in each semester (whether full or half-day), the parent/guardian will be contacted for an explanation of the absences.

1. After eighteen (18) total absences, a referral to the school counselors or school social worker will be made. Interventions may include:
 - Student interview
 - Parent contact
 - Contact with liaison officer
 - Filing a truancy complaint with appropriate authorities
2. After twenty-five (25) total absences, the principal, or his/her designee, will file a report with the Wayne County Prosecuting Attorney's Office that will determine the most appropriate intervention. This may include:
 - Student interview
 - Parent contact or home visit
 - Filing a truancy complaint with appropriate authorities

ALLEN PARK MIDDLE SCHOOL – TARDY PROCEDURES

"Tardy" shall be defined as not being in the classroom before the scheduled start of class.

1. First thru the third tardy in a card marking, the teacher may issue a tardy warning.
2. For four or more tardies in a card marking, the teacher may write a referral to the Panther Responsibility Center Coordinator.

At the discretion of the APMS administration, tardy sweeps will be employed.

CLOSED CAMPUS – 6TH THROUGH 12TH GRADE

Students will not be permitted to leave the campus during the lunch periods. The school cafeteria offers a wide variety of food and has ample seating to accommodate the students. Violation of this policy will be considered as truancy and subject to the school disciplinary procedure. The main office will not accept deliveries from restaurants or 3rd party delivery services on behalf of students.

STUDENT SIGN-OUT PROCEDURE – 6TH THROUGH 12TH GRADE

The students are expected to remain in the school building during their scheduled classes. Students who have the need to leave the building during a class period or in between classes, due to illness or an appointment are required to report to the attendance office to sign out. Before the student will be excused, a parent will be contacted and informed of the student's desire to sign out. A student who leaves the building without signing out will be subject to the same penalties as truancy.

ELEMENTARY SCHOOL – ABSENTEEISM PROCEDURE

The parents/guardians are responsible to provide documentation as to why his/her child was not in attendance.

1. After the first ten (10) absences (whether full or half-day), the principal may contact the parent or guardian for an explanation of the absences.
2. After fifteen (15) absences, a referral may be made to the school social worker. Intervention by the social worker may include:
 - parent contact
 - student interview
 - suggestions to encourage daily attendance.

If chronic absences continue, a formal referral may be made to the Wayne County Prosecuting Attorney's Office.

ELEMENTARY SCHOOL – EARLY DISMISSAL

"Early dismissal" shall be defined as being signed out up to thirty minutes before the end of the school day. Leaving prior to thirty minutes before the conclusion of the school day will constitute a half-day absence.

ELEMENTARY SCHOOL – SIGN-OUT PROCEDURE

Students are expected to remain in the school building all day. If it is necessary for a student to leave early, due to illness or an appointment, a parent, guardian or designee must report to the office. The parent, guardian or designee must sign the student out (with proper identification) and provide the following information: relationship to student, name of student, time, and reason for leaving. Refer to the elementary absenteeism and early dismissal procedure for further information.

ELEMENTARY SCHOOL – TARDY PROCEDURE

"Tardy" shall be defined as arriving up to thirty minutes after the start of the school day. Any arrival more than two hours after the start of school, but prior to noon, will constitute a half-day absence.

1. After ten (10) tardies, the building principal may contact the parent or guardian for an explanation of the tardies.
2. After twenty (20) tardies, the principal a referral to the school social worker may be made. Interventions by the social worker may include:
 - Parent contact
 - Student interview
 - Home visit
 - Suggestions may be provided to encourage promptness

SECTION 4: TECHNOLOGY

COMPUTER, NETWORK, INTERNET AND *TECHNOLOGY ACCEPTABLE USE & SAFETY AGREEMENT (Board Policy 7540, 7540.01, 7540.02, 7450.03)

Privileges for users: Faculty, Staff, Students, Board Members and all other Employees.

All users agree to the Acceptable Use Policy upon logging into the network, using school e-mail, or other district provided hardware or software.

These privileges will be revoked at any time and disciplinary action may be taken if anyone is found to be using any technology contrary to the guidelines outlined in this document. Computers, network equipment and related hardware, and district technology are considered an extension of school property and the Student Code of Conduct applies. Allen Park Public Schools reserves the right to check, search, and/or examine district/personal computers and all other technological equipment and/or storage media. Misuse will be reported to the school principal, direct supervisor or superintendent for disciplinary actions and referral to civil authorities when appropriate.

Access to the district network, Internet and other district technology is a user's privilege to be used to facilitate diversity and personal growth in technology skills, information gathering skills, and communication skills within the educational objectives of the Allen Park Public Schools' curriculum.

Users have the privilege of using some of the following methods of retrieving information: World Wide Web Browser (WWW), file transfer protocol (FTP), telnet, electronic mail (e-mail) and other internet-based protocols in compliance with the Allen Park Student Code of Conduct. Users will observe copyright and other laws while on-line and when using software, images and text. The *Student Technology Acceptable Use and Safety Agreement contained in this Code of Conduct were provided at enrollment, as well as during the 'Back to School Registration' process. The agreement can also be found on the district website under Resources/For Parents.

PERSONAL ELECTRONIC DEVICES

Access to the APPS wired and wireless network, whether with school provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA).

Access by personal devices to the APPS network, intended for and actually used for instructional purposes, will be permitted, as approved by the classroom teacher or the building administrator. However, access by personal devices to the APPS network for non-education-related activities is expressly prohibited.

Access to the APPS wired and wireless network is a privilege, not a right. Any use of the network requires personal responsibility and compliance with all school rules. Please be advised that use of any APPS networks may result in APPS access to data about the user's personal device, including but not limited to programs, activities, identities, etc.

SCHOOL LIABILITY STATEMENT

Students bring their personal devices to use at APPS at their own risk. It is a student's own duty to be responsible for the upkeep and protection of the student's own personal devices.

APPS has no responsibility or liability for any of the following:

1. Personal devices that are broken or damaged while at school or during school-sponsored activities.
2. Personal devices that are lost or stolen at school or during school-sponsored activities.
3. Maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, repair of any software or hardware issues).

APPS provides no warranty, express or implied, about the compatibility of any APPS networks with any personal device.

Students should understand that there is no expectation of privacy for any personal device when it is connected to any APPS networks.

Students who disregard this policy may have their use privileges suspended or revoked and disciplinary action may be taken against them. Users granted access to any APPS networks assume personal responsibility and liability, both civil and criminal, for uses not authorized by Board policy.

GUIDELINES FOR RESPONSIBLE USE

- Students are responsible for properly using and caring for the school technology including computers, computer peripherals, software, AV-equipment, etc.
- Students are required to follow all directions and rules given by the teacher/supervising adult when using school technology.
- Students may use technology including email, internet, and the computer network only for educational purposes.
- Students may only log into the computer or email using their own user name and password. Students are prohibited from using another individual's user name or password for any reason. All passwords must be registered.
- Students may only use licensed software that has been installed on the computers by the school district technology department.
- Students may not download software or programs from the internet or by-pass the system security filters.
- Students are responsible for the content of work created and/or saved in voice, video or data files using any school technology.
- Students may be held financially responsible for intentional waste or damage to school supplies and equipment.
- Students are responsible for compliance with local, state, and federal laws while using school technology.
- Students are responsible for using school technology in an ethical manner for educational purposes.
- Students who do not use the school technology appropriately may lose the privilege.
- Students are responsible for following the guidelines in the Student Code of Conduct when using school technology.
- Students acknowledge that by using school technology they understand that teachers or other supervising personnel review files and communications to ensure that all users are demonstrating responsible use. Non-educational or inappropriate large files found on student network drives may be deleted without warning and referred to a principal.

***STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT (Board Policy 7540.03)**

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

If you misuse the technology resources, your access to the technology resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect 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 (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors.
4. Bullying and cyberbullying.
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the school's policies, codes of conduct, or student handbooks.
18. You are responsible for the proper use of the technology resources and will be held accountable for any damage to or replacement of the technology resources caused by your inappropriate use.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her their acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

As the parent/guardian of this student, I have read and agree to all the rules and regulations of this agreement and applicable Student Code of Conduct.

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

As the student, I have read and agree to all the rules and regulations of this agreement and applicable Student Code of Conduct.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

SECTION 5: TRANSPORTATION

The privilege of riding a school bus is directly dependent on the behavior of the bus rider. The following guidelines are established for the bus rider, the bus driver, the principal, and the parent/guardian:

Infractions of Bus and/or Bus Stop Conduct

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failure to remain seated or switching seats
4. Refusing to obey driver
5. Fighting/pushing/tripping
6. Hanging out of window
7. Throwing objects in or out of bus
8. Lighting matches/smoking on bus
9. Tampering with bus equipment
10. Rude, discourteous, annoying conduct
11. Destruction of property
12. Other behavior relating to safety, well-being, and respect for others
13. Spitting/littering
14. Unnecessary noise
15. Eating or drinking on school bus

SEVERE STUDENT ACTION THAT AFFECTS THE HEALTH OR SAFETY OF THE STUDENTS ON THE BUS MAY CAUSE IMMEDIATE BUS SUSPENSION AND/OR SCHOOL SUSPENSION BY THE PRINCIPAL OR DESIGNEE. ALL CODE OF CONDUCT RULES APPLY TO ALL STUDENTS TO AND FROM SCHOOL OR SCHOOL RELATED EVENTS WHILE RIDING THE BUS.

The following disciplinary action will be taken for those students violating the above school bus rules:

- 1st Offense Warning and/or up to three days off the bus; parents must provide transportation
- 2nd Offense Three (3) days off the bus; parents must provide transportation
- 3rd Offense Five (5) days off the bus before child can ride bus again; parents must provide transportation in interim
- 4th Offense Ten (10) days off the bus or remainder of card marking, whichever is greater; parents must provide transportation
- 5th Offense Child does not ride bus for the remainder of the year; parents must provide transportation

SECTION 6: STUDENT CODE OF CONDUCT

INTRODUCTION

A primary objective of the Allen Park School District is to assist each student to develop into a responsible, law-abiding citizen. Each student is given the opportunity and environment to reach their maximum potential. An aspect of the growing-up process is respect for rules and regulations established for the protection of the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and cannot be tolerated.

The discipline policy of the Allen Park School District is based on humanitarian principles and ideals. The district recognizes the dignity and worth of each student. When it becomes necessary to use corrective measures, the action taken is to be based on sound guidance principles and respect for the individual.

Various factors will be considered in determining the appropriate penalty in any given situation. These include, but are not limited to: the severity of the offense, specific circumstances, impact on the learning environment, and any past disciplinary history of the student. Restorative practices will be considered and applied where appropriate.

Administrators and teachers stand *in loco parentis*—in the place of parents—while students are at school, on district transportation, and at school-sponsored activities and events. APPS takes seriously its responsibility to provide a safe learning environment for all students. This includes the right to speak with and/or meet with children when necessary.

Any action that administration is made aware of that is a violation of local ordinances on a school campus or event will be reported to the local authorities.

The following list identifies potential administrative responses to infractions of the code of conduct. As listed below:

Range of Responses

Disciplinary actions include, but are not limited to the following:

- Restoration Conference with student.
- Problem solving conference.
- Conference with student and parent/guardian.
- Intervention conferences.
- Peer mediation.
- Behavior plan/contract.
- Exclusion from Commencement and/or other activities.
- Agency referrals. *
- Police, law enforcement and/or other agencies.
- Before or after school detention.
- Lunch detention.
- Out-of-school suspension.
- Discipline review meetings.
- Recommendation for expulsion.
- Administrative removal.
- Mental Health/Risk Assessment Removal.
- Sensory/calming breaks.

*The school district's provision of information or referrals to an outside agency is not an express or implied offer to pay, in full or in part, for any expenses which the student may incur as a result of his/her participation with the agency.

The immediate objective of school discipline is to maintain effective learning conditions. The ultimate objective is student growth. Student abilities, attitudes, and habits essential to acceptable self-controlled behavior is the foundation of the Code of Conduct. This Code of Conduct applies to all students attending school, en route to or from school, and while in attendance at school-sponsored events. Reference should be made to your building's student handbook for variations/exceptions to this Code of Conduct.

CLASSROOM EXPECTATIONS

In addition to the rules and regulations set forth this Code of Conduct, each teacher may also establish rules for their own classroom that align with the district mission, vision and beliefs.

STUDENT CODE OF CONDUCT PREAMBLE

The school district's Student Code of Conduct balances the school district's obligation to maintain safety and a conducive educational environment with the school district's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior. The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The school district will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

1. Engages in a prohibited act on school property;
2. Engages in a prohibited act in a motor vehicle being used for a school related purpose;
3. Engages in a prohibited act at a school-related activity, function or event;
4. Engages in a prohibited act en route to or from school;
5. Engages in a prohibited act involving another student who is en route to or from school;

6. Engages in a prohibited act off school premises, which act, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees and/or would substantially interfere with the proper functioning of the educational process;
7. Engages in a prohibited act when the student was not enrolled in the school district or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the school district.

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors. Consistent with Michigan law, the school district adopts a rebuttable presumption, students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the school district has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

1. The student's age
2. The student's disciplinary history;
3. Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the student's misconduct or behavior;
7. Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the school district administrator implementing the suspension, shall consider and document consideration of the seven factors listed above on a form approved by the superintendent.

ALLEN PARK PUBLIC SCHOOLS DENIAL OF EDUCATION PARTICIPATION; DISCIPLINARY MEASURES

The following are some examples of disciplinary action which may be used when a student's behavior interferes with the educational process or safe orderly conduct at school activities. Parents will be notified whenever any of the following disciplinary measures are used:

- a) Restorative practices
- b) Removal from class
- c) Detention
- d) In-school suspension
- e) Out-of-school suspension
- f) Expulsion

The method of discipline used is at the discretion of school staff following guidelines of this code. The type selected should be the most constructive possible for the circumstance. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment.

EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.

Students who have been suspended from school shall not be eligible to participate in or attend curricular or extracurricular activities during the time of their suspension unless the terms of their suspension allow otherwise.

After such denial of educational participation is made, every effort shall be exerted to determine and resolve the causes for such behavior which might lead to the student's reinstatement. These efforts may include psychological evaluation, risk or threat assessment, social work, and/or counseling services when available and appropriate.

RESTORATIVE PRACTICES (Board Policy 5610)

Before suspending or expelling any student (except a student who possesses a firearm in a weapons-free school zone), teachers, administrators, and the board must first determine whether restorative practices would better address the student's misconduct, recognizing the board's policy to minimize out of school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the board must consider whether restorative practices should be used in addition to the suspension or expulsion.

Restorative practices, consistent with Michigan law and in every case, the school district will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the school district community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c (2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the school district administrator assigned to handle the misconduct or behavior or the board of education (if the board of education is handling the misconduct or behavior).

Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify a time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Definitions of Discipline

Administrative Intervention - Disciplinary action which does not result in a student being suspended from school including, but not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a

reprimand, detention and/or work assignment before or after school, additional classroom assignments and revocation of the privilege of attending after school functions and activities, events, etc.

Suspension - Exclusion of a student from school for 59 school days or fewer or exclusion of a student from school which exclusion will terminate upon the fulfillment of a specific set of conditions.

Expulsion - Exclusion of the student from the school district for 60 school days or more or permanent exclusion.

REMOVAL FROM CLASS

A teacher may temporarily remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom. A teacher may also temporarily remove a student from class when the student has been defiant and/or disrespectful to the teacher. The teacher, as soon as possible or no later than the end of the school day, will report, in writing, to the administrator the circumstances leading to the student's removal from class.

PROCEDURE – STUDENT SENT HOME

If it is determined the student is to be sent home, the administrator shall immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the administrator cannot reach the parents or legal guardian, the student must remain on school property for the remainder of the school day. Every attempt will be made to contact the parent/guardian after the school day.

CORPORAL PUNISHMENT (Board Policy 5630)

Section 1312 of the Revised School Code, MCL §380.1312, provides, in part, as follows:

1. As used in this section, "Corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
2. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
3. A person employed by or engaged as a volunteer or contractor by a local or immediate school board or public school academy shall not inflict or cause to be inflicted, corporal punishment upon any pupil under any circumstances.
4. A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary for one or more of the following:
 - a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - b) For self-defense or the defense of another.
 - c) To prevent a pupil from inflicting harm on them self.
 - d) To quell a disturbance that threatens physical injury to any person.

- e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- f) To protect property. MCL § 380.1312

DETENTION

As an alternative disciplinary method, the teacher or administrator may assign a detention. Such a detention shall meet before or after regular school hours and shall serve as an alternative to suspension for students involved in minor disciplinary infractions.

SUSPENSION (or removal from class)

Out-of-school Suspension

A student may be assigned an out-of-school suspension for a definite period of time by an administrator for violations of the Code of Conduct. A letter will be sent home for any out-of-school suspension for more than 3 days.

Any violations of federal, state and/or local laws will be promptly reported to the appropriate law enforcement agency.

Suspensions may be short or long term. The length of the suspension will be related to the seriousness of the offense and the frequency of the offense. The length of the suspension will be determined by the building principal or their designee.

Panther Responsibility Center (PRC)– Middle School

A student may be assigned to the PRC for a definite period of time by an administrator for infractions to the Code of Conduct. Students serving time in the PRC room will not be charged with an absence for classes.

Jag Responsibility Center (JRC) – High School

A student may be assigned to the JRC for a definite period of time by an administrator for infractions to the Code of Conduct. Students serving time in the JRC room will not be charged with an absence for classes.

STUDENT DUE PROCESS (Board Policies 5610 & 5611)

Students shall have the following rights to due process with respect to short-term suspension, long-term suspension, and expulsion.

Short-term Suspension

Short-term suspension is a temporary exclusion from school, and any school-related extracurricular activities, for up to and including ten (10) school days. This supersedes the athletic and extracurricular codes. The building principal and/or their designee has the authority to suspend a student.

No short-term suspension shall be imposed upon a student without giving the student notice of the charges and affording the student an informal hearing. The notice to the student may be oral or written and the informal hearing may be held immediately. The hearing may be conducted informally but shall include the following procedural due process requirements:

- a) The right of the student to be present at an informal hearing.
- b) The right of the student to be informed of the charges.

- c) If the student denies the charges, they also have the right to an explanation of the evidence supporting the charges.
- d) The right of the student to present their side of the story in defense of the charges or accusations.

Except in extenuating circumstances, no out-of-school suspension shall be initiated without prior parent/guardian notification. Oral or written notice of any short-term suspension and the reasons for the suspension shall be given to the parent or guardian of the student within twenty-four (24) hours after the suspension has been imposed.

If a student or a parent or guardian is aggrieved at the issuance of a short-term suspension by the building principal and/or their designee, there shall be the right to appeal the short-term suspension to the building principal. This appeal may be conducted informally and shall follow the same procedural due process requirements described above in conjunction with the initial informal hearing. The final appeal may be addressed to the superintendent whose decision will be final.

Long-term Suspension

Long-term suspension is the exclusion from school, and any school-related activities, for a definite period of time in excess of ten (10) school days. A student may be suspended temporarily pending the building administrator's investigation into the alleged misconduct and pending any recommendation in writing that the student be suspended on a long-term basis.

A written notice of recommendation for a long-term suspension and the charges upon which the recommendation is based shall be mailed to the student and/or to the parent or guardian. A notice of recommendation for long-term suspension shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held not later than ten (10) school days after the date of notice.

A formal hearing shall be conducted by the superintendent or the superintendent's designee. Upon the conclusion of a formal hearing which results in a long-term suspension, a student or parent or guardian aggrieved at the issuance of a long-term suspension may appeal this suspension to the board, or its designated hearing officer or officers.

Re-Admission Procedures after Suspension

Any student suspended for five (5) days or longer will be afforded the opportunity to meet with the administrator who assigned the suspension prior to returning to classes. This meeting will be termed as a re-admission meeting. The purpose of this meeting is to help the student make a smooth transition back into classes.

EXPULSION (Board Policy 5610)

Expulsion is the exclusion from school and any school-related activities for more than 59 days. A student may be suspended indefinitely, pending the building administrator's investigation into the alleged misconduct and pending any recommendation in writing that the student be expelled.

A written notice of recommendation for expulsion and the charges upon which the recommendation is based shall be mailed to the student and/or to the parent or guardian. A notice of recommendation for expulsion shall state the time, date, and place that the student will be afforded an opportunity for a due process hearing, and the hearing shall be held not later than ten (10) school days after the date of notice.

The due process hearing shall be conducted by the superintendent or his/her designee. Upon conclusion of a due process hearing which results in a recommendation for expulsion, the superintendent or their designee will provide the student and his/her parent/guardian an opportunity for a formal board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that expulsion is not an appropriate consequence. The board's decision is final.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES (Board Policy 5605)

A student with a disability may be suspended/expelled from school in accordance with district procedures to the extent that it does not constitute a change in the student's placement, or, if a change in placement, to the extent that the act of misconduct is not a manifestation of the student's disability. A change in placement is defined as a single suspension in excess of ten (10) consecutive days or multiple suspensions exceeding ten (10) days in accumulation and constituting a pattern. Procedures for suspension/expulsion of special education students which constitutes a change in placement will be in accordance with the state and federal special education laws.

GRIEVANCE PROCEDURES FOR SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE II OF THE AMERICANS WITH DISABILITIES ACT, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF [THE EDUCATION AMENDMENT ACT] OF 1972, AND [THE AGE ACT OF] 1975

Student referrals under Section 504 will be sent to the appropriate building intervention team for identification, review, evaluation, and plan for service, if eligible. Any person believing that the Allen Park Public Schools or any part of the school organization had inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the local Section 504 coordinator at the following address:

Dr. Matthew Sokol, Director of Special Education, Allen Park Public Schools
9601 Vine
Allen Park, Michigan 48101
(313) 827-2124

If any person believes that the Allen Park Public Schools, or any part of the school organization, including an employee, the superintendent, or any member of the board of education has discriminated against them on the basis of sex, or has otherwise inadequately applied the principles and/or regulations of (1) Title II of the Americans With Disabilities Act, (2) Title VI of the Civil Rights Act of 1964, [Title IX of the Education Amendment Act of 1972, and/or (4) the Age Act of 1975,] that person may bring forward a complaint which shall be referred to as a grievance, to the co-compliance officers at the following addresses:

Ms. Giovanni Foster, Assistant Principal, Allen Park High School
18401 Champaign
Allen Park, Michigan 48101
(313) 827-1200

Dr. Matthew Sokol, Director of Special Education, Allen Park Public Schools
9601 Vine
Allen Park, Michigan 48101
(313) 827-2124

The district co-compliance officers will provide a complete copy of the district's Title IX Sexual Harassment Policy. The formal complaint form is also included in this Code of Conduct along with the district's Non-Discrimination Policy.

HARASSMENT OR BULLYING – POLICY AND REPORTING (Board Policy 5517)

It is the policy of the Allen Park Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the board.

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

For purposes of this policy, "school district community" means students, administrators, and professional and support staff, as well as board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (Board Policy 5517.01)

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

How do I report an incident inconsistent with APPS Policy?

The following are expectations for all students regarding complaints of harassment.

STEP ONE: If you witness behavior that is disrespectful, tell the person to stop. Apathy, silence or laughter encourages the abuse and further disrespects the victims. Inform an adult in school and your parents each time an incident occurs.

STEP TWO: If the behavior doesn't stop, contact a principal or assistant principal as soon as possible to initiate a complaint.

STEP THREE: If the behavior continues, keep your parents and school staff members informed.

If you call a principal/assistant principal after traditional business hours to report an incident, please leave a voice message or send an email that includes detailed information about the incident that you are reporting.

To report in person

Please report any incident to a principal or assistant principal in person at any school.

All staff are responsible for assuring support for hate and bias incidents being addressed and for providing support for students and families impacted by an incident.

If an incident of hate and bias occurs, principals report incidents to the co-compliance officers serving at the district level:

Dr. Matthew Sokol
Director of Special Education
Riley Education Center
9601 Vine Ave.
Allen Park, MI 48101
sokol@appublicschools.com
(313) 827-2124

Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign
Allen Park, MI 48101
foster@appublicschools.com
(313) 827-1232

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Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes *written*, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Procedure

Any student who believes they have been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the district may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The

investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a protected class, the principal will report the act of bullying and/or harassment to one of the co-compliance officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying, (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school- sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and board members.

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

For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517; Hazing, see Policy 5516.

- [Harassment Report Form](#)

Co-Compliance Officers:

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9601 Vine Ave.
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18401 Champaign
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BULLYING/CYBER BULLYING

APPS recognizes that a safe and civil environment in school is necessary for all students to learn and achieve high academic standards.

Students are prohibited from engaging in bullying, regardless of the subject matter or motivating animus. Bullying includes any written, verbal or physical act or any electronic communication that unreasonably interferes with another's participation in or enjoyment of school or school sponsored activities. It includes intimidating or attempting to intimidate others by any means or methods including repeated taunts, name-calling, put-down discriminatory actions, extortion or exclusion.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images, or Web site postings (including blogs). Neither the school's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of bullying or hazing.

Sending threatening messages through electronic means may be criminal in nature. Typically, the schools will not be involved in the resolution of cyber bullying which occurs outside of school unless it creates a reasonable threat of material and substantial disruption at school.

Any student who believes they have been or is currently the victim or bullying should immediately report the situation to the principal or assistant principal. Retaliation against any person who reports, is thought to have reported, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. All reports or complaints of bullying will be fully and promptly investigated. The complainant shall, within the limits of applicable law, be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

ALLEN PARK PUBLIC SCHOOLS

Harassment Form

School _____ Administrator _____

Report Date: _____ Staff Interviewer(s): _____

Type of Harassment: Physical Verbal Sexual Bullying

Other: _____

Complainant: _____

Witness(es): _____

Dates and Details: (Complainant signed statement attached)

Accused: _____ (Signed statement attached)

Response of Accused:

Conference Date: _____

Conference Summary:

Resolution:

Action Steps Implemented:

Consequences: _____

Additional Comments: _____

(Date of Resolution)

(Signature)

SEXUAL HARASSMENT (Board Policy 5517 & 5517.02)

Allen Park Public Schools is committed to providing a learning and working environment that is respectful of human dignity, including one that is free of sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other sexually derogatory or objectionable conduct, is offensive behavior which will not be tolerated. It is, therefore, the policy of the school district to prohibit sexual harassment by any of its board members, staff members, other personnel, or students directed toward any other board members, staff members, other personnel, or students. The complete "Title IX Sexual Harassment Policy" is located on the district website under the Resources tab for both Parents and Staff.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Michigan's Elliot-Larsen Civil Rights Act, and may also violate Title IX of the Education Amendments of 1972. It is also against the policies of the school district for any board member, staff member, other personnel, or student, male or female, to sexually harass another board member, staff member, other personnel, or student, by:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature, during the course of employment or school program or the making of same as a condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- B. Making submission to or rejections of such conduct the basis for employment or school-based decisions affecting the employee or student; or
- C. Creating a sexually intimidating, hostile or offensive working and learning environment, which would adversely affect either the work performance or psychological well-being of a reasonable man or woman in the complainant's situation.

Due to the serious nature of a charge of sexual harassment, the school district believes it is also important to understand what does not constitute this offense. Sexual harassment does not refer to compliments passing between individuals of a socially acceptable nature nor does it refer to welcome or consensual social interchanges. Rather, it refers to verbal or non-verbal behavior or physical contact that is of a sexual nature and unwelcome to the person who is the subject of the behavior. Conduct constituting sexual harassment may take different forms including, but not limited to, the following:

Verbal: the making of sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions. This may occur in either an oral or written form.

Non-Verbal: causing the placement of sexually suggestive objects, pictures or graphic commentaries in the work or learning environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

Physical Contact: threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, brushing the body or coerced sexual intercourse.

Any student who feels that they are being sexually harassed by any other student, students, or any other person shall report the incident(s) of sexual harassment to their parents or legal guardians, and to any teacher, counselor, school psychologist, school social worker, or building administrator with whom the student is comfortable. The school district employee will report any complaint of sexual harassment to an appropriate administrator and the local civil rights coordinator identified above for investigation and resolution of the complaint as set forth therein.

If it is determined that any student has committed any acts of sexual harassment, that student shall be subject to disciplinary action including suspension up to expulsion, based upon the severity and/or frequency of the offense(s). Such disciplinary action will be taken in accordance with the due process and appeal rights contained in this Code of Conduct.

If it is determined that any employee, administrator, or board member has committed any acts of sexual harassment, prompt and appropriate disciplinary action will be taken, including and up to reprimand, suspension, discharge and removal, based upon the severity and/or frequency of the offense(s).

HAZING (Board Policy 5516)

The Allen Park Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, at any district-sponsored event, or in conjunction with any school sponsored organization, club or athletic team.

Hazing is defined as any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.

Administrators, faculty members, and other employees of the district shall be alert particularly to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by school personnel of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported to the superintendent by the building principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

ALLEN PARK PUBLIC SCHOOLS

TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

This form is being submitted by:

- Complainant Title IX Coordinator

Complainant Name: _____

Address: _____

Phone: _____ Email: _____

If the Complainant is a student:

School Building Attending: _____ Grade: _____ Birthdate: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Reporter's Name (if different than Complainant): _____

Relationship to Complainant: _____

Reporter Address: _____

Reporter Phone: _____ Reporter Email: _____

1. Describe the alleged violation of the District's Title IX Sexual Harassment Policy that you are requesting the District investigate. Please be specific. Describe the specific incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

2. Describe the date/time/location(s) of the alleged incident(s).

3. Describe your proposed resolution to address the alleged violation(s).

Date

Complainant/Coordinator Signature

PLEASE SUBMIT THIS FORM TO:

Dr. Matthew Sokol
Director of Special Education
Riley Education Center
9601 Vine Ave.
Allen Park, MI 48101
Email: sokol@appublicschools.com
Phone: (313) 827-2124

Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign
Allen Park, MI 48101
Email: foster@appublicschools.com
Phone: (313) 827-1232

A person who believes that he/she has they have been discriminated against by the District on the basis of sex may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. You may file a complaint with OCR at any time. Filing a complaint with the District is not a prerequisite to filing with OCR.

TOBACCO, ALCOHOL, INHALANTS, PERFORMANCE-ENHANCING SUBSTANCE AND OTHER DRUGS (Board Policy 5512)

It is the strict policy of the Allen Park Board of Education to prohibit the use, possession, and distribution by all students, staff and other personnel of tobacco, vape, e-cigarette, alcohol, inhalants, performance-enhancing substances and other illegal drugs on school grounds, or at any school-sponsored events. Each and every incident will result in disciplinary action up to and including expulsion from school. In addition, the Allen Park Police Department will be contacted in every case. The school district will fully cooperate with municipal authorities to prosecute persons charged with civil infractions in connection with these restrictions.

The use of tobacco has been proven harmful to health and may constitute a fire and safety hazard. The school district has a responsibility to encourage good health habits among all students and to protect against fire damage. Accordingly, appropriate instruction will be given regarding the harmful effects of smoking, and the use, possession, or distribution of tobacco products by students at any attendance center, school building, school grounds, or at any school-related event shall constitute an offense for which students shall be subject to the discipline further described in this Code of Conduct.

The use of alcohol and drugs by students in school and at school-related functions is not only illegal but detrimental to the educational process. It is also recognized that alcohol and drug dependency is a medical problem and a treatable disease. Accordingly, appropriate instruction will be given regarding the harmful effects of alcohol and other illegal drugs, and the use, possession, or distribution of alcohol or other illegal drugs at any attendance center, school building, school grounds, or at any school-related event shall constitute an offense for which students shall be subject to the discipline further described in this Code of Conduct.

Beyond the punitive measures, the code also intends to help parents and students assess the nature and extent of the problem behavior and seek appropriate intervention when warranted. The student assistance program coordinator may provide resources, referrals, and interventions as needed.

LEGAL BASIS FOR SCHOOL DISCIPLINE

(Revised School Code, MCL § 380.11a (3) (b), MCL § 380.1311 (1) (2), and MCL § 380.1311a) (3) A general powers school district has all the rights, powers, and duties expressly stated in this act; may exercise a power implied or incident to any power expressly stated in this act; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to operation of the school district in the interests of public elementary and secondary education in the school district, including, but not limited to, all of the following:

Providing for the safety and welfare of pupils while at school or a school-sponsored activity or while en route to or from school or a school-sponsored activity. MCL § 380.11a (3) (b).

(1) Subject to subsection (2), the school board, or the school district superintendent, a school building principal, or another school district official if designated by the school board, may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board to determine if the student is handicapped, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement. However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least one (1) of the following:

- a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- b) The weapon was not knowingly possessed by the pupil.
- c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities. MCL § 380.1311 (1) (2)

(3) If a pupil in grade 6 and above commits a physical assault against an employee, volunteer, or contractor of the school district while at school, the pupil shall be permanently expelled from the school district, subject to possible reinstatement after the expiration of a hundred and eighty (180) school days MCL § 380.1311a (1)

- a) Such an expulsion for physical assault must, by law, be entered on the pupil's permanent record, and such an expulsion applies to all public schools in state. MCL § 380.1331a (3)
- b) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. MCL § 380.1311a (12) (a).
- c) "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence. MCL § 380.1311a (12) (b).

SECTION 7: DISCIPLINARY INFRACTIONS

All disciplinary infractions listed below include penalties up to and including administrative intervention, suspension, or expulsion. Penalties will be based on mitigating circumstances, student’s prior disciplinary history, and considered on a case-by-case basis.

Infraction	Definition
1. Altering School Records	The act of changing attendance records, teachers' grade books, and the printing of bogus report cards.
2. Arson	Felony violation as described in the Michigan Penal Code, MCL §§ 750.71 - 750.80, and committed on school property.
3. Assault on Faculty or Volunteer	An assault and/or battery, by legal definition, is defined as the act or acts in attempting to intentionally place another person in reasonable fear of physical or emotional harm.
4. Assault on Student	An assault and/or battery, by legal definition, is defined as the act or acts in attempting to intentionally place another person in reasonable fear of physical or emotional harm.
5. Assaultive Behavior/Aggravating Circumstances	Assault and/or battery with aggravating circumstances which may include, but are not limited to, infliction of serious injury, use of any weapons, or object used as a weapon; and multiple assailants.
6. Bomb Threats (or Similar Threat against District and/or School Building)	If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee or school board as described in section 380.1311a(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee.
7. Bullying/Cyberbullying	See page 46 for definition of bullying/cyberbullying.
8. Bus Incident	Any behavior that interferes with the safe operation of the bus, or the safe and respectful travel of other students.
9. Cheating	Misrepresenting the work of another as one’s own (plagiarism), cheating by copying from another student, assisting another student to cheat, cheating by use of unauthorized notes or other materials, including electronic devices, theft of a teacher’s test or answer document.

10. Conduct Injurious to Self/Others	Actions that have the potential of harming self/others i.e. horseplay, misuse of stairwells, restrooms, gym and other school facilities/equipment.
11. Criminal Sexual Conduct	Violation as described in the Michigan Penal Code, MCL § 750.520b.
12. Disrespectful of Staff	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the school staff.
13. Disrespectful to Peer	To tease, insult, call derogatory names, dishonor, spread rumors, or in other manner verbally or in writing, show disrespect to any member of the student body.
14. Disruptive Behavior	Any behavior that disrupts the learning environment and students' ability to learn.
15. Dress Code Violation	Refer to Page 12 which makes reference to individual building dress code guidelines.
16. Ethnic or Other Slurs	Ethnic, religious and/or general harassment or intimidation by means of slurs, verbal references, gestures, or other behaviors which tend to humiliate or threaten others on the basis of race, creed, religion, ethnic background, nationality or personal characteristics
17. Excessive Tardies	Arriving at school or class beyond the posted schedule time. See Section 3.
18. Failure to Comply with Established Safety Procedures	The failure to comply with established safety procedures and practices such as, bringing in prohibited items and attempting to bypass procedures for entering and exiting the building, opening locked doors for others, propping open locked doors.
19. False Emergency Alarm	The acts of initiating an emergency alarm (i.e. pulling a fire alarm) or initiating a "911" call, or engaging the Boot Security System without just cause.
20. Fighting	The act of involving hostile bodily contact in or on school property, during the school day, or going to or from schools, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proved by the student accused.
21. Forgery	The act of copying something and/or signing, and/or creating documents with the intention of deceiving or cheating someone.

22. Gambling	Minor gambling in school or on school property. Gambling or accepting gambling money on school premises.
23. Gang-Related Activity	The act of student behavior appearing to represent gang affiliation or activity. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership or affiliation in gangs or a "secret society" is prohibited.
24. Harassment	See pages 41-46.
25. Hazing	Any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.
26. Inappropriate Use of Technology	See Section 4. Includes cell phone violations.
27. Indecent Exposure or Immoral Acts	The act of offending against commonly recognized standards of propriety, decency, health, or safety.
28. Indecent Exposure through Revealing Clothing	A Dress Code violation that results in revealing, indecent exposure, i.e. baggy pants, cleavage, revealing torn clothes.
29. Instigating/Encouraging a Fight	Inciting and/or encouraging others to participate in a fight.
30. Insubordination/Persistent Disobedience	The willful failure to respond to or carry out a reasonable request by authorized school personnel.
31. Intimidation and/or Extortion	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school for any reason, including attempting to borrow any money or things of value from said person.
32. Leaving the Building Without Permission or Signing Out	Leaving the building without permission and failure to report to the School Office before leaving the building throughout the school day.
33. Littering	Littering in the building and/or school grounds.

34. Parking Lot Violations	<p>a. Failure to drive in a safe manner.</p> <p>b. Parking in an unauthorized area.</p> <p>c. Parking in the lot without a valid permit.</p>
35. Possession of Fireworks/Explosives	The act of possession, using, or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.
36. Possession/Use of Alcohol	The use, under the influence, or possession of alcohol in any school building, on school property, or at any school-related event.
37. Possession/Use of Dangerous or Other Weapons on School Property	<p>Possession or use of dangerous weapons on school property, in any school owned vehicle, or at any school sponsored activity. A dangerous weapon shall include a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or, any other weapon. Possession or use of any other weapon on school property, in any school owned vehicle, or at any school sponsored activity. A weapon shall include any object or instrument the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term "other weapons" shall also include a facsimile of objects or instruments which are weapons. The term "other weapons" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of the same is coupled with intent by a student to inflict injury or harm upon another person.</p>
38. Possession/Use of Illegal Drugs	The use, under the influence, or possession of any illegal drug or controlled substance (as set forth in MCL §333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a registered physician in any school building, on school property, or at any school-related event.
39. Possession/Use of Look-a-like Weapon,	The act of possessing, using or suggested use of a look-a-like weapon or ammunition by showing to others

Ammunition or Paraphernalia	these devices that resemble weapons, paraphernalia and/or ammunition.
40. Possession/Use of Nicotine Products/Inhalants	The use, under the influence, or possession, of tobacco, e-cigarettes, inhalants, or vape products in any school building, on school property, or at any school-related event.
41. Public Affection	Unacceptable public display of affection including the act of offending against commonly recognized standards of propriety, decency, health, or safety.
42. Selling/Distribution of Alcohol	The distribution of alcohol in any school building, on school property, or at any school-related event.
43. Selling/Distribution of Illegal Drugs	The distribution of any illegal drug or controlled substance (as set forth in MCL §333.7212-7229); or possession or distribution of drug-related paraphernalia; any such "look alike" or counterfeit drug, or any other dangerous or misused drug unauthorized by a medical prescription from a registered physician in any school building, on school property, or at any school-related event.
44. Selling/Distribution of Nicotine Products/Inhalants	The distribution of tobacco, e-cigarettes, inhalants or vape products in any school building, on school property, or at any school-related event.
45. Sexual Harassment	See Page 48 sexual harassment
46. Skipping Class	Leaving the classroom or building without permission; failure to report to scheduled class during the school day; or failure to report to the School Office before leaving the building throughout the school day.
47. Stalking	A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that ultimately causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
48. Theft and/or Possession of Stolen Property	Stealing or misuse of property that belongs to another person or the school, or possession of any stolen property.
49. Threatening Bodily Harm	An oral threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit the same, and which puts a person in a reasonable apprehension of such a touching: or, the use of offensive language directed at a person, where

	such language is likely to provoke a reasonable person to physical violence. An oral threat of physical harm.
50. Trespassing	Being present on any school and or building property without permission. Unauthorized presence in restricted areas of buildings, school grounds or busses.
51. Truancy	Willful and chronic absence from school. Refer to Truant Arrest Program/Wayne County Prosecutor's Office. Leaving the building without permission and failure to report to the School Office before leaving the building throughout the day.
52. Unauthorized Student Protest Disrupting Educational Process	The act of protesting which results in the disruption of the normal educational process.
53. Unsafe or Rough Play	Actions that have the potential of harming self/others i.e. horseplay, misuse of stairwells, restrooms, gym and other school facilities/equipment.
54. Vandalism/Property Damage	The act of willful destruction of property belonging to others. This shall also include gang graffiti, tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or property.
55. Vulgar/Foul Language	The act of using obscene or profane language in verbal or written form, in pictures, caricatures, or obscene gestures on school property, during the school day, or at any school sponsored event.

SECTION 8: RESOURCES FOR STUDENTS/PARENTS

Below is a list of useful resources in the Downriver area. Should you need further help in contacting the type of services you need, please contact one of the school social workers or counselors in the district.

DOWNRIVER RESOURCES

Crisis and Emergency Services

Children's Crisis Screening (DGC)	(734) 785-7704
Children's Protective Services (24 hours)	(855) 444-3911
Counterpoint Crisis Center/Shelter	(313) 563-5005
Community Care Services Lincoln Park	(313) 389-7500
Crisis Pregnancy Center	(313) 386-4005
Emergency Telephone Service & Suicide Hotline	(800) 273-8255
First Step-Domestic Violence & Sexual Assault (24 hrs.) (734) 722-6800	(888) 453-5900
Poison Control	(800) 222-1222
Runaway Assistance (800) 621-4000	(800) 292-4517
Trauma and Loss Center for Children	(313) 885-0390
Wayne Family Emergency Shelter	(734) 721-0590

Health & Social Services

Beaumont/Corewell Healthcare System	(800) 543-9355
Beaumont/Corewell Behavioral Health	(313) 295-5167
Taylor Teen Health Center	(734) 942-2273
Family Independence Agency (Taylor)	(734) 281-8204

Counseling Services

Center for Individual & Family Therapy	(313) 291-7000
Community Care Services (Lincoln Park)	(313) 389-7500
The Guidance Center	
Main Office	(734) 785-7700
Adult & Family	(734) 287-1500
Children (Lincoln Park)	(313) 388-4630
Family Services	(313) 274-5840
After Hours Crisis Line for Mental Health	(888) 711-5465

Parent Support Services

Parents in Crisis Support Group (Toughlove Hotline)	(800) 333-1069
Parent Helpline	(800) 942-4357
Runaway Assistance (800) 621-4000	(800) 292-4517

District Co-Compliance Officers

Giovanni Foster, High School Assistant Principal	(313) 827-1230
Dr. Matthew Sokol, Director of Special Education	(313) 827-2180

SECTION 9: ADMINISTRATIVE CONTACTS

BUILDING NAME	CONTACT PERSON	*PHONE NUMBER
Arno Elementary School 7500 Fox Allen Park, MI 48101	Mr. Steve Zielinski, Principal Mrs. Cathy Anderson, Secretary	313-827-1050
Bennie Elementary School 17401 Champaign Allen Park, MI 48101	Mr. Zachary Short, Principal Ms. Michelle Magee, Secretary	313-827-1300
Lindemann Elementary School 9201 Carter Allen Park, MI 48101	Ms. Katherine Lott, Principal Mrs. Laura Maurer, Assistant Principal Mrs. Leanne Gleib, Secretary	313-827-1150
Allen Park Middle School 8401 Vine Allen Park, MI 48101	Mr. Patrick Donohue, Principal Mr. Bruce Andrews, Asst Principal/Athletic Dir	313-827-2200
Allen Park High School 18401 Champaign Allen Park, MI 48101	Jason Skiba, Principal Ms. Giovanni Foster, Assistant Principal Mr. Sean Laura, Assistant Principal Mr. James Victor, Director of Athletics & Activities	313-827-1230 313-827-1232 313-827-2663 313-827-1234
Allen Park Operations Building Transportation & Maintenance 17411 Champaign Allen Park, MI 48101	Mr. Pat Ward, Director Mrs. Ashley Bolish, Administrative Assistant	313-827-2055
Riley Education Center 9601 Vine Allen Park, MI 48101	Mr. Michael H. Darga, Superintendent Ms. Cathy Rios, Administrative Assistant	313-827-2150
Human Resources	Mr. Michael H. Darga Mrs. Alise Grant, Assistant	313-827-2105
Student Registration	Mrs. Kelly Shene	313-827-1154
Business Services	Mrs. Tiffany Keith, Director	313-827-2161
Curriculum & Instruction	Dr. John J. Tafelski, Asst. Superintendent	313-827-2171
Food Service	Mrs. Amanda Omodio, Director Mrs. Colleen Nightingale, Secretary	313-827-2185
Special Education	Dr. Matthew Sokol, Director Mrs. Nicole Meridith, Secretary	313-827-2180
Technology Department	Mr. Dave Maison, Director	313-827-2190
Early Childhood	Mrs. Nicolette Roller	313-827-1703

**All staff email available under "Contact Us" on district website*

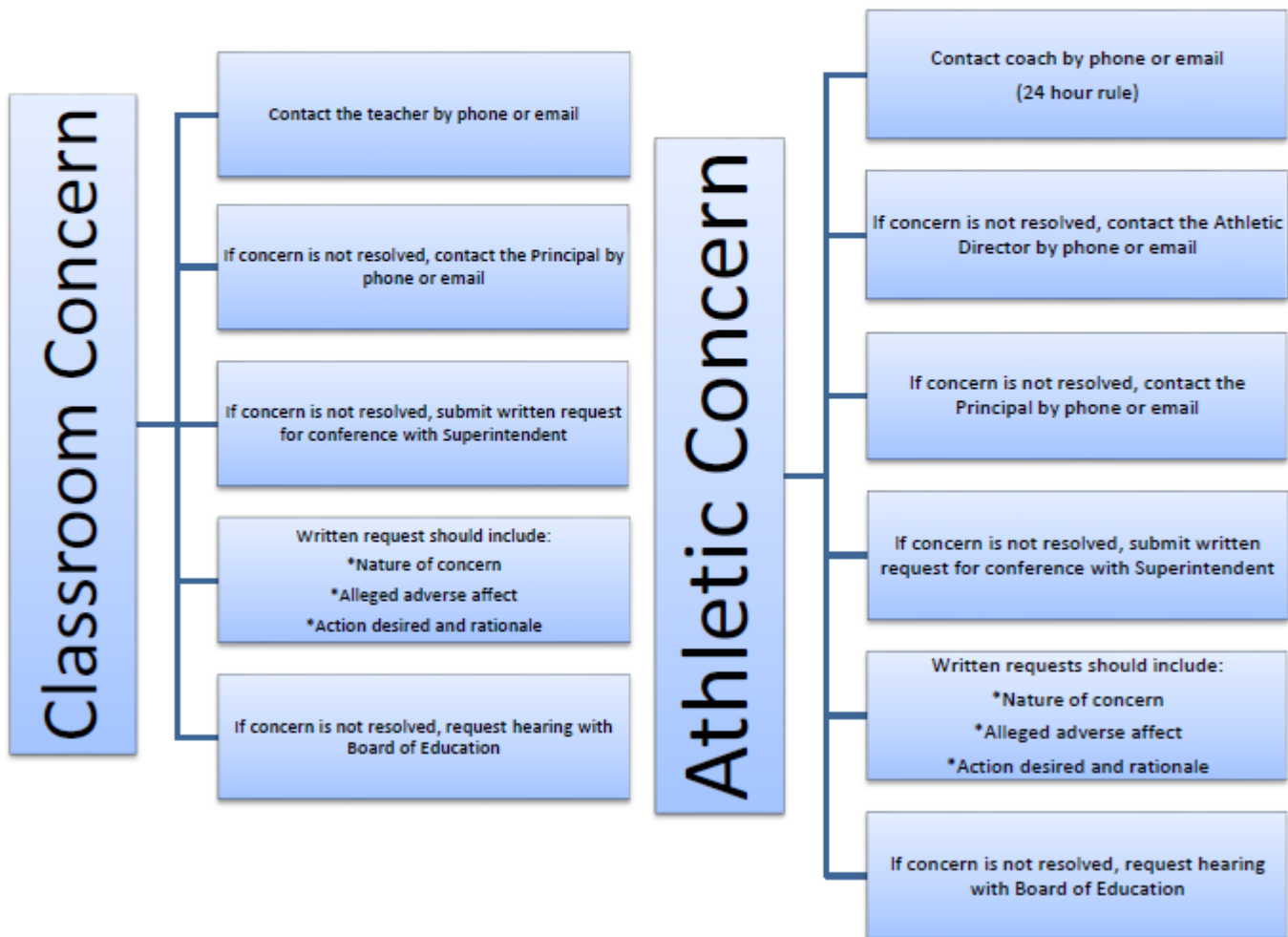
SECTION 10: HOW TO ADDRESS A CONCERN

HOW TO ADDRESS A CONCERN

The Allen Park Board of Education and the Superintendent expect that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns regarding their children and their schools. The flowchart explains some general guidelines and is consistent with Board Policy.

It is the desire of the Board to rectify any misunderstandings by direct discussion of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and administration shall be referred to the Superintendent for consideration.



Neola Board Policy #9130 – Public Complaints

SECTION 11: BOARD OF EDUCATION & ADMINISTRATION

ALLEN PARK BOARD OF EDUCATION

Dr. Jennifer J. Warren, President
Sarah C. Filipiak, Vice President
Laura M. Luecke, Secretary
Stephen D. Martin, Treasurer
Jason M. Babbage, Trustee
Michael J. Klein, Trustee
Jeannette M. MacDonald, Trustee

ADMINISTRATION

Michael H. Darga, Superintendent
Dr. John Tafelski, Asst. Superintendent for Curriculum & Instruction
Tiffany Keith, Director of Finance
Dr. Matthew Sokol, Director of Special Education
Dave Maison, Director of Technology
Amanda Omodio, Director of Food Service
Patrick Ward, Director of Maintenance & Transportation

Jason Skiba, High School Principal
Giovanni Foster, High School Assistant Principal
Sean Laura, High School Assistant Principal
James Victor, High School Director of Athletics, Clubs & Activities
Patrick Donohue, Middle School Principal
Bruce Andrews, Middle School Asst. Principal/Athletic Director
Stephen Zielinski, Arno Elementary Principal
Zachary Short, Bennie Elementary Principal
Katherine Lott, Lindemann Elementary Principal
Laura Maurer, Lindemann Elementary Assistant Principal
Nicolette Roller, Director of Early Childhood