

2025 - 2026

2026-2027

STUDENT

Rights & Responsibilities



Student Code of Conduct

HANDBOOK

Grand Blanc Community Schools supports and adheres to the principles, rules, and regulations of Title IX of the Education Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Michigan Civil Rights Laws, including the Elliott-Larsen Civil Rights Act. The school district hereby notifies all employees, residents, and students that it does not discriminate on the basis of race¹, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information, or any other condition covered by law with respect to the school district’s educational programs, activities, and employment practices.

The school district has established a grievance procedure to provide the prompt and equitable resolution of complaints of discrimination. Any employee or member of the community or the school district who believes they have been discriminated against, should contact a **Deputy Superintendent or the Personnel Director at (810) 591-6015** who coordinate the processing of discrimination complaints, including Title IX compliance. Any student in the school district who believes they have been discriminated against on the basis of disability should contact the **Director of Special Services at (810) 591-6373** or write to any of the above at Grand Blanc Community Schools, 11920 S. Saginaw Rd., Grand Blanc, Michigan, 48439.

¹ ‘Race’ is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.

Revisions made to the handbook for **2025-26 and 2026-27** are listed below and have been typed in bold throughout the book:

Page 2	Discrimination and Civil Rights Policy and Contacts
Page 7	Anti-bullying Policy
Pages 8, 9	Intimidation & Harassment
Page 10	General Limitations on Freedom
Page 11, 12	Personal Appearance
Pages 12, 15	FERPA
Page 16	Definition of Plagiarism
Page 17	Use of AI/NLP Tools for Schoolwork
Pages 18, 19	Cell Phones & Other Electronic Devices
Page 23, 25, 28, 29	Attendance
Page 32	Non-prescription Medication
Page 33	Testing Out of Courses
Page 36	Instructional Materials
Page 43	Disciplinary Action Short of Suspension
Page 47	Emergency Removal, Suspension and Expulsion of Non-Disabled Students
Page 54, 55	Maximum Punishment for Infractions
Page 66, 67	Bus Discipline
Page 69	Appendix A - School Bus Rules & Regulations
Page 75, 77	Athletic Discipline
Page 87	GB Athletic Training Protocols
Page 104, 105, 108	Acceptable Use Policy (AUP)
Page 109, 110	Being a Good Digital Citizen
Page 115	Chronic Illness Document
Page 118	Appendix K - Grand Blanc City Ordinance School Fighting

TABLE OF CONTENTS

INTRODUCTION

Student Rights and Responsibilities	5
Voluntary Referrals	6
Anti-Bullying Policy	7
Intimidation & Harassment.	8

ADMINISTRATIVE POLICIES AND PROCEDURES

Authority of the School Board	9
General Limitations on Freedom	9
Freedom of Speech	10
Freedom of Assembly	10
Freedom of Petition.	10
Personal Appearance.	11
Family Educational Rights and Privacy Act & School Records . . .	12
Academic Integrity Policy	15
Use of AI/NLP Tools for Schoolwork	17
Cell Phones and Other Electronic Devices.	18
Search and Seizure.	19
Closed Campus.	22
Attendance	22
Elementary Attendance Policy	24
Middle School Attendance Policy	25
High School Attendance Policy	27
Make-Up Work.	30
Student Medications – Prescription/Non-Prescription	32
Grade Change- High School.	34
Testing Out of Courses- High School.	34
Dual Enrollment/Advanced Placement Classes - High School . . .	34
Student Parking Information.	34
Private Transportation.	36
Instructional Materials	36
Distribution and Sale of Unauthorized Materials	36

TABLE OF CONTENTS

STUDENT DISCIPLINE

Policy	36
Philosophy of Discipline	37
Restorative Practices	37
Off-Campus Activities	38
Individual Responsibilities in the Discipline Process	38
Disciplinary Action Short of Suspension	41
Emergency Removal, Suspension and Expulsion of Non-disabled Students	43
Fair Treatment Procedures	52
Maximum Penalties for Infractions	
I. Attendance & Punctuality	54
II. Appropriate Learning Environment	55
III. Protection of Property	56
IV. Protection of Physical Safety and Mental Well-Being	58
V. Controlled Substances - Drugs, Alcohol & Tobacco	62
Bus Discipline	65
Acceptable Use of Technology/Bring Your Own Device	100
Being a Good Digital Citizen	109

APPENDICES

A. School Bus Rules and Regulations	68
B. Athletic Handbook	70
• Athletic Discipline Code Philosophy	74
• Drug Testing Policy for Athletes	79
• Athletic Training Protocols	87
• Drug Testing Authorization Form	88
C. Vacation Request Forms	89
D. Right to Publish	92
E. Safe Schools Incident Report	99
F. Media Opt-Out Form 4114	111
G. Fair Treatment Concern Form	112
H. Chronic Illness Document	115
I. Discrimination Grievance Procedure	116
J. Parent/Guardian Permission to Administer/Carry OTC Meds	117
K. Grand Blanc City Ordinance: School Fighting	118

INTRODUCTION

This booklet is prepared as a service to students (Kindergarten through 12th grade), parents/guardians, and faculty by the Grand Blanc Community Schools' Board of Education. The Board has authorized the policies and procedures listed to provide for the welfare of all students in Grand Blanc Community Schools. All policies, regulations, definitions, and procedures have been prepared to comply with the laws of the State of Michigan and of the United States. All parents/guardians, students and faculty are expected to become familiar with the contents of this booklet.

If there are questions or comments, please direct them to the building Principal or their designee.

Note: The terms "parent" and "guardian" may be used interchangeably throughout this handbook.

STUDENT RIGHTS AND RESPONSIBILITIES

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

It is recognized that the school is an academic community composed of students, Teachers, Administrators, parents/guardians, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must accept the corresponding responsibilities. This includes respect for the laws of the community and for the rights of the other members of that community.

IT IS THE STUDENT'S RIGHT TO:

1. Attend school in the district in which the student's parent or legal guardian resides.
2. Form and hold their own ideas and beliefs.
3. Express their opinions verbally or in writing.
4. Dress within recognized community-standards of health, safety, and good taste.
5. Associate and assemble peacefully.
6. Petition school officials for corrections of complaints.
7. Expect that the school shall be a safe place for all students to gain an education.
8. The privacy of their school records.

9. Have a student government with representatives selected through free school elections.
10. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of due process.
11. Expect that the school shall make every effort to safeguard individual rights.

IT IS THE STUDENT’S RESPONSIBILITY TO:

1. Respect the inherent human dignity, worth and rights of every other individual.
2. Attend school daily and be on time to all classes.
3. Express opinions and ideas in a respectful manner so as not to offend or slander others.
4. Dress in such a manner so as not to interrupt or interfere with the educational process.
5. Be aware of all rules and regulations regarding student behavior and act in accordance with them.
6. Study diligently and strive for the best possible level of academic achievement.
7. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.
8. Take an active part in the improvement of the school by becoming involved in or supporting student government
9. Become actively involved in one’s education, understanding of others and preparation for adult life.
10. Report knowledge of violation of school policy (i.e., weapons, drugs, alcohol, etc.) on school property.

VOLUNTARY REFERRALS

Administration and staff will inform students that disclosing information about oneself or a peer to a staff member can be very helpful. If someone needs help, it is important and safe to seek help. There are two types of voluntary referrals:

- | | |
|---------|------------------------------|
| Type I | Concern about another person |
| Type II | Self-referral |

A student is encouraged to make a voluntary referral by contacting a staff member in person, by phone, or in writing. The help begins with the referral being forwarded to qualified helping personnel.

ANTI-BULLYING POLICY

The Grand Blanc Community Schools' Board of Education recognizes that a safe and civil environment in school is necessary for all students to learn and achieve high academic standards. The district finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

I. DEFINITIONS:

"Bullying" is any written, physical, verbal, **or psychological** act, or any electronic communication (cyberbullying), that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

II. PROHIBITION:

The Grand Blanc Community Schools' Board of Education recognizes that all students are protected under this policy and prohibits all bullying, without regard to its subject matter or motivating animus. The Grand Blanc Community Schools' Board of Education also prohibits any form of retaliation or false accusations against a target of bullying, a witness or another person with reliable information about an act of bullying. **Bullying off campus may be subject to discipline if the bullying interferes with or causes a substantial disruption with the orderly operation of the school district or learning environment.**

III. REPORTING:

Any student who believes they have been, or is currently, the victim of bullying should immediately report the situation to any school personnel. That school personnel will be responsible for notifying the appropriate school Administrator.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board Policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports will result in disciplinary action as indicated above.

IV. INVESTIGATION:

All complaints about bullying behavior that violate this policy shall be promptly investigated. If the investigation finds bullying behavior has occurred, it will result in prompt and appropriate action. This will include discipline up to expulsion. Individuals may also be referred to law enforcement officials.

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.

INTIMIDATION & HARASSMENT

Intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. No person may harass or intimidate another based upon **race¹, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information, or any other condition covered by law**. The school and district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects the tangible benefits of education, **that substantially interferes with a student's educational performance, opportunities, or benefits**, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Examples of sexual harassment include, but are not limited to, verbal, physical, pictures or other visual forms of harassment that are sexual in nature, including groping, crude jokes, sexual propositioning, discussions of

sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with their Teacher, Counselor, or building Administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate the allegations. Students will not be disciplined for making good faith complaints. If it is determined after an investigation that a student has engaged in intimidation or harassment, they will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. **Retaliation against a person who makes a report or files a complaint alleging sexual harassment or sexual assault is a serious violation of this Code of Conduct that may result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.** Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

¹ *'Race' is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles.*

ADMINISTRATIVE POLICIES & PROCEDURES

AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the [State of Michigan MCL 380.11a](#); MSA 15.4011a, the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to student conduct in order to provide for their safety and welfare at school, while en route to and from school, while attending school-sponsored activities, or while engaging in any conduct that creates a substantial disruption to the educational environment or educational community. The Board of Education has approved the policies, rules and regulations contained in this publication. The Board may adopt others as it deems appropriate.

GENERAL LIMITATIONS ON FREEDOM

Because educational institutions must be orderly institutions, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a **substantial** disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
3. Communications that are obscene, defamatory or that advocate intolerance based on race, religion, gender or other protected categories are prohibited.

FREEDOM OF SPEECH

Students are entitled to verbally express their personal opinions. Such expression, however, may not interfere with the freedom of others to express themselves or with the educational process. The use of obscenities or personal attacks that are vulgar or profane, or disruptive to the educational process, or compromise the rights of other students is prohibited.

FREEDOM OF ASSEMBLY

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building Principal. Building Administrators must be informed in advance and may impose reasonable restrictions on the time and place and manner of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless a building Administrator gives prior written approval. Gatherings or assemblies that interfere with or disrupt the operation of the school or classroom are prohibited.

FREEDOM OF PETITION

Any student has the right to petition. Individual students have the right to ask their Teacher or an Administrator for reconsideration of actions they believe to be unfair. The collecting of signatures for the purpose of petitioning may not disrupt classroom procedures or interfere with the educational process.

Students will not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements and/or personal attacks and the obtaining of signatures or signing of the petition does not disrupt the educational process.

PERSONAL APPEARANCE

Every student shall maintain a reasonable standard of dress which is appropriate to the role of the student, reflective of the age level, and conducive to a **school-appropriate** climate for learning. Dress and grooming which distracts from or disrupts the educational process is prohibited.

Dress and grooming in the Grand Blanc Community Schools will be based on appropriateness, common sense, and good judgment. The following dress (including jewelry) and grooming guidelines will be applied:

- a. Expectations and unique requirements of student dress and grooming for Physical Education will be determined and enforced by individual school buildings.
- b. Clothing must provide adequate coverage of the students' body and may not expose undergarments. Shorts, skirts, or dresses must cover 50% of the thigh. Shirts shall be long enough to cover the top of pants, shorts, or skirts. Clothing that is too revealing will not be allowed.**
- c. Items containing offensive language material deemed "obscene to minors" in the form of inappropriate messages or pictures deemed obscene to minors (see Appendix D, V. Definitions of Terms, F.) are prohibited.
- d. Items or clothing displaying, advertising, or advocating the use of alcohol, cannabis, tobacco, or any illegal substances or activities are not allowed.
- e. Items containing messages that are defamatory or discriminating toward another group or individual are unacceptable.
- f. Any clothing or insignia deemed to be gang-related is prohibited. In addition, any outward display of gang-associated behavior will not be allowed.
- g. Clothing with hate messages, or pictures/messages that represent groups or individuals that promote hate messages, are unacceptable. Suicide related messages are also unacceptable.
- h. Jewelry or clothing that contains any type of sharp object is not allowed.
- i. Hats, caps, visors, hoods, bandannas, and sunglasses are not to be worn in the classroom or building while school is in session, with the exception of religious or cultural head wear, unless approved by the building Principal or their designee.

- j. Clothing, accessories, or personal grooming habits which interfere with or disrupt the educational process are not allowed.
- k. Items which could present a safety risk are prohibited.
- l. Appropriate footwear must be worn at all times. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
- m. No pajamas or sleepwear may be worn. Prohibited clothing includes, but is not limited to, pajama bottoms, robes, and housecoats. Blankets may not be used or wrapped around a student. Exceptions may be made per administrative approval.
- n. **Students may be required to wear appropriate professional dress due to student activities and schedules.**
- o. **Shirts should have a minimum of 2 inch strap on shoulders.**

Individual schools are expected to use these guidelines as general standards but are encouraged to modify them to meet the uniqueness of their school. The final decision on the appropriateness of student dress or grooming will be determined by the Principal or a designee.

(See Maximum Penalties for Infractions - II. Appropriate Learning Environment, #7)

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) AND SCHOOL RECORDS

Access to student records is governed by Michigan’s Freedom of Information Act and Board of Education Policy, as contained in “Guidelines for Collection, Maintenance and Dissemination of Student Records,” a copy of which is available in the Principal’s office.

Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student’s parent(s) or legal guardian(s), Department of Human Services (DHS) personnel upon request, and to the **eligible** student. Arrangements for review may be made through the Principal, or, in the secondary schools, through the Guidance and Counseling Department.

Under the provisions of the [Family Educational Rights and Privacy Act](#), 20 U.S.C. Section 1232 g (FERPA) and the regulations adopted pursuant thereto, all parents/guardians of students under eighteen (18) years of age and all students eighteen (18) years of age or older have the right to examine “educational records” directly related to those students, which are maintained by the school district in accordance with the terms of the

law and regulations. The Board of Education’s policy and procedures for inspection, review and copying of “education records” with a description of the types of records maintained by the school district and the procedures seeking correction of “education records” is available from the office of the Principal of each school in the school district or the office of the Superintendent of schools.

Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Ave. SW, Washington, D.C. 20201.

Other than in certain exceptional circumstances described in the Board of Education’s policy and procedures concerning “education records,” no personally identifiable information from the education records of a student will be released to third parties without the prior written consent of the parents, legal guardian or student more than eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles or athletic rosters, FERPA allows the release of certain student information without prior consent. “Directory Information,” such as a student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards achieved, the most recent previous educational agency or institution attended by the student, date of graduation and last grade completed may be disclosed without the prior written consent of the parent, legal guardian or student more than eighteen (18) years of age unless and until written objection to the designation of any or all of this information as directory information is received by the Principal of the school that the student attends or last attended.

Directory information may be released by the school district for the reasons specified above but will not be disclosed to third parties engaged either directly or indirectly in marketing. Also, photographs of students in an educational or extracurricular setting may be taken as part of the school district’s newsletter, newspaper, social media, and/or website(s). The purpose of the photographs is to recognize student achievement and activities and will be considered “directory information” to be disclosed, unless a written objection is received as required above.

School Activities:

The primary purpose of directory information is to allow Grand Blanc Community Schools to include this type of information from a student’s education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Outside Agencies:

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.²

The Grand Blanc school district has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name and address
- Telephone listing
- E-mail address
- Grade level
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

If you do not want Grand Blanc Community Schools to disclose directory information from your student's education records without your prior written consent, you must notify the district in writing by September 10, of the current school year.

Further, as a means of providing additional security for its students, Grand Blanc Community Schools utilizes video cameras on its buses and in

school hallways. Please be advised that images of your student that may occur as a result of this videotaping may be reviewed by third parties. To the extent the video clips record student discipline issues or are used as the basis for disciplinary decisions, **or in other circumstances in which the video would constitute an education record**, the video clips may be reviewed as follows:

In accordance with privacy laws and Grand Blanc School Board policy, parents/guardians may be permitted to review only the section of the video in which their student appears. That portion of the video may be reviewed at a prearranged appointment in the presence of a school Administrator. Copying or recording the video in any way is prohibited.

(A FERPA form is available in your school office.)

² *These laws are: Section 9528 of the ESSA (20 U.S.C. 7908), as amended by the Every Student Succeeds Act of 2015 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 1002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.*

ACADEMIC INTEGRITY POLICY

Grand Blanc Community Schools has high expectations for all students and believes that all students should maintain high expectations for themselves and their classmates. This policy exists to foster an environment conducive to learning and to promote individual student achievement. It is the expectation of the administration and faculty that individual students will adhere to this policy as honor and character are more valuable than any academic grade.

Please be aware that unless specifically directed by the Teacher, students must assume that all portions of any assignment are to be completed individually. It is the responsibility of each student to understand a Teacher's expectations for any assignment and/or assessment. If a student is in doubt regarding the expectations of an assignment or assessment, the student must ask the instructor for further clarification.

Definition of Academic Dishonesty:

Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. Examples of academic dishonesty include, but are not limited to:

- Willingly and knowingly allowing another student to copy one's work without the knowledge or approval of the instructor;

- Intentionally or inadvertently leaving one's written work available in a place that makes it possible for another student to copy;
- Sending or sharing assessment information, assignments, or projects verbally, in writing or electronically (i.e. pictorially, text, email, Google G Suite programs) to another student;
- Participating in, contributing to, or withholding information about the academic dishonesty of another student;
- Using or possessing "crib notes" or "cheat sheets," or accessing any written or electronic information when not permitted;
- Inventing information or giving false information to deceive the educational process;
- Dishonest actions reported by the Teacher;
- Any assignment or assessment submitted by a student which is not considered original work;
- The use of course materials obtained without the instructor's permission.

Definition of Plagiarism:

Plagiarism, which is copying work from another source and submitting it as one's own work, includes, but is not limited to:

- Altering words or the order of words from another source and submitting them as one's own work;
- Submitting work written by college students, former students, tutors, friends, or other adults as one's own;
- Copying another student's work, previously published material, or ideas from any source, including electronic and visual mediums, without citation.
- **Self-Plagiarism- Submitting the same paper for multiple classes without permission; Using the same ideas and wording from a previous paper; Making minor changes to a previous paper and submitting it as new.**
- **The use of Artificial Intelligence or Natural Language Processing tools to create content that is not original to the student, unless authorized as set forth in Use of Artificial Intelligence/Natural Language Processing Tools for School Work.**

Please be aware that plagiarism is not defined simply by the copying of words and phrases, but also by the dishonest copying of ideas and concepts.

USE OF ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING TOOLS FOR SCHOOL WORK:

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (“AI”) and Natural Language Processing (“NLP”) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a Teacher is prohibited. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

The district reserves the right to create and implement additional policies regarding the use of AI tools by students in educational contexts.

CELL PHONES & OTHER ELECTRONIC DEVICES

High School Only:

Electronic devices, including but not limited to; computers, cell phones, smartwatches, **smart devices**, cameras (inclusive of cell phone cameras), and tablets, may only be used before school, after school, at passing time, and during a student's lunch period. **The District recognizes that a student with certain medical conditions (i.e., a student with diabetes who wears an insulin pump and/or a continuous glucose monitor), may require access to their cell phone to monitor blood sugars, adjust pump settings, or otherwise access an electronic device as outlined in their medical plan.** Electronic devices may be used in classroom at the discretion of the classroom Teacher for educational purposes only. **The district reserves the right to confiscate all electronic devices that a student may be using inappropriately for nonacademic purposes.** The district is not responsible for and assumes no liability for the loss or theft of cell phones or other electronic devices.

Any electronic device used during class without Teacher consent or one that causes a distraction during class time will be confiscated by the classroom Teacher. Students who have electronic devices confiscated will face progressive discipline. Students whose electronic devices have been confiscated may be prohibited from bringing electronic devices to the high school in the future.

Posting or transmitting recorded images or video is limited to that which is related to school assignments and projects, and may only be done in accordance with the district Internet Acceptable/Appropriate Use Policy. Students violating this policy may face disciplinary action. Confiscated electronic devices may be claimed only by parents/guardians from the school office at the end of the school day during which the item was confiscated. After **forty (40)** days, unclaimed items will be discarded at no expense to the school district. Any exception to this policy must be preapproved by the building Administrator.

Middle Schools & Elementary Schools:

Cell phones, **smart watches**, **smart devices**, media players, or other related portable electronic communication or entertainment devices must be turned off upon entering the school building in the morning and remain off until the completion of the school day. However, these devices may be used in class at the discretion of a Teacher for educational purposes and special activities only. **The District recognizes that a student with certain medical conditions (i.e., a student with diabetes who wears an insulin pump and/or a continuous glucose monitor), may require access**

to their cell phone to monitor blood sugars, adjust pump settings, or otherwise access an electronic device as outlined in their medical plan.

Recording still or video images is prohibited unless specifically authorized by a staff member as part of an instructional program. Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects, and may only be done in accordance with the district's Internet Acceptable/Appropriate Use Policy.

When not used for educational purposes and approved special activities, all electronic devices must be stored out of sight in backpacks, lockers, purses, duffel bags, or other like items. Students violating this policy will have items confiscated. Multiple violations of this policy may result in student discipline beyond confiscation. Electronic devices not claimed after **40** days will be discarded at no expense to the school district. Any exception to this policy must be preapproved by the building Administrator. The district is not responsible for and assumes no liability for the loss or theft of cell phones or other electronic devices.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of students and school property.

School Property:

Student lockers, desks, and other such property are owned by the school district, which exercises exclusive control over them. Students should not have an expectation of privacy regarding items placed in school property, as school property is subject to search at any time by school officials.

Lockers:

All lockers assigned to students are the property of Grand Blanc Community Schools. At no time does the district relinquish its exclusive control of its lockers. The school Principal or designee has custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance written approval of the school Principal or designee.

Legitimate Use of School Lockers:

The school assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.

Students may not use the lockers for any other purpose, unless specifically authorized by School Board Policy or with the written authorization of the school Principal or designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and may not share their lockers with other students, nor divulge locker combinations to other students, unless authorized in writing by the school Principal or designee. Locker availability may require some students to share a locker. Any exception to allow sharing will be addressed by the building Administrator.

Search of Locker Contents:

Random periodic searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the Board authorizes the school Principal or designee to search lockers and locker contents at any time, without notice, and without parental/guardian or student consent.

The school Principal or designee is not obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school Principal or designee will supervise the search. In the course of a locker search, the school Principal or designee will respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

Seizure:

When conducting locker searches, the school Principal or designee may seize any illegal or unauthorized items, items in violation of Board Policy or rules, or any other items reasonably determined by the school Principal or designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Law enforcement officials will be notified immediately upon seizure of dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school Principal or designee will be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) year of age or older, will be notified by the school Principal or designee of items removed from the locker.

Personal Property:

Students and their personal property (backpacks, purses, etc.) are subject to search if a school official has reasonable suspicion to believe that a student may be in possession of illegal, unauthorized, stolen, hazardous, or contraband materials.

Reasonable Suspicion: A belief based on specific reasonable inferences which an Administrator is entitled to draw from the facts in light of their experience. Specific reasonable inferences may be drawn from instances including, but not limited to, a tip from a reliable student, suspicious behavior, smells, or bulges in a pocket, and the like.

Contraband: All substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, incendiary and explosive devices.

Automobiles:

Automobiles on school property are subject to search if a school official has reasonable suspicion to believe that there may be illegal, unauthorized, hazardous, or contraband materials in or on the automobile.

Canine/Metal Detectors:

The school administration and/or designee may use canine and/ or metal detectors to search for illegal, unauthorized, hazardous, or contraband materials at any time and without notice.

Emergency Seclusion and Restraint:

In order to maintain safety of all staff and students in an emergency situation, the use of physical restraint or seclusion may be used in accordance with the Michigan Department of Education's Policy for the Emergency Use of Seclusion and Restraint (March 14, 2017). An "emergency situation" is defined by the [Revised School Code](#) as "a situation in which a student's behavior poses imminent risk to the safety of the individual student or to the safety of others. An emergency situation requires immediate intervention."

"Seclusion" means the confinement of a student in a room or space from which the student is physically prevented from leaving. Seclusion does not include the general confinement of students if that confinement is an integral part of an emergency lockdown drill required by law, or of another emergency security procedure that is necessary to protect the safety of students. For a full explanation of the district's policies on the use of emergency seclusion and restraint, please contact the **Director of Special Services at (810) 591-6373**.

*(*All staff have access to district trainers for Crisis Prevention Intervention support and/or training.)*

CLOSED CAMPUS

All Grand Blanc Community Schools' campuses are closed campuses. Students are expected to stay on campus from the beginning of the day through the end of the day. Students are not allowed to leave for lunch. Driving between campuses in a vehicle is prohibited. Any deviation to this policy must be approved by the building Principal or designee in writing.

ATTENDANCE

The Grand Blanc Community Schools Board of Education believes regular school attendance is essential to quality education. Compulsory attendance of all students between the ages of six and sixteen will be enforced in compliance with the laws of the State of Michigan*. Parents/guardians who wish to have their student(s) excused while school is in session must notify the office prior to the proposed absence and obtain proper paperwork. Teachers may not excuse students directly from the classroom under any circumstances. (*See [Revised School Code Section 1561](#))

Excused Absence: A student's absence from school is considered excused if a parent/guardian provides written documentation of a qualifying reason or calls the school office with a qualifying reason (listed below).

Unexcused Absence: A student's absence from school is considered unexcused unless the absence qualifies as an excused absence or disciplinary absence, as defined in this section.

Disciplinary Absence: An absence that is the result of school or district disciplinary action is neither excused nor unexcused, but considered a disciplinary absence and is not counted in a student's total number of days absent. (See *attendance contract and vacation form.*)

Excused absences/tardies will be granted for the following reasons:

1. Personal illness - For extended illnesses (defined as more than five consecutive days), the student or parent/guardian should contact the student's Counselor (H.S./M.S.) or the main office (Elementary) to ascertain whether or not the student qualifies for homebound services. In any case, for homework purposes, a statement from the attending physician should be submitted to the Counselor (H.S./M.S.) or the main office (Elementary) to obtain homework and/or make-up work from all Teachers.
 - In accordance with the [Grand Blanc Schools website](#) and the Genesee County Health Department.

2. Head Lice – Students who have been absent due to lice must be checked at the office before they may return to class.

*(For the most current information refer to 5200 at:
<https://go.boarddocs.com/mi/qbla/Board.nsf/Public>)*

3. Death in family
4. Doctor, medical* and dental appointments that cannot be scheduled outside school hours **Medical documentation is required.*
5. Required court appearance
6. Religious holidays with prior written notification from parent(s)/guardian(s)
7. **Road accidents or weather related road issues.**
8. Other circumstances may be excused at the Principal's discretion.
9. Family vacations consisting of up to two days or less must be called into the attendance office (H.S./M.S.) or the main office (Elementary) by parents/guardians prior to the vacation.
10. Family vacations consisting of three or more days must be accounted for by prior contact between the home and building Administrator using the Family Vacation Request Form.
(See Appendix C [HS/MS] and/or C.1 [Elementary]).

The administration will make every attempt to notify parents/guardians on a consistent basis when students are repeatedly absent from class(es). Unless there are extenuating circumstances, a truancy petition may be filed once a student has been absent 10 or more days (two weeks). The 10 or more days are inclusive of attendance within other school districts within the same academic year. Truancy is defined as: "Willfully and repeatedly absenting oneself from school in violation of Michigan Juvenile Code 712A.2."

Persistent absences from school may result in a referral to Probate Court and/or Michigan Department of Health and Human Services as a violation of the truancy law and/or educational neglect. Frequent absences, excused or unexcused, or tardiness in a class may seriously affect the student's progress and credit for that class. Attendance patterns of a student are the responsibility of the parent/guardian and the student.

High school, middle school, and elementary parents/guardians are encouraged to monitor their student's attendance, grades, and behavior in the Student Information System.

Chronic Illness/Quarantine:

Students with a medically documented chronic illness may meet with a Counselor/Administrator/designee to discuss attendance requirements. Parents/guardians who believe their student's absence includes extenuating circumstances (i.e., a medically documented illness or quarantine) may appeal their student's absence to the appropriate school Administrator.

ELEMENTARY ATTENDANCE POLICY

Absence Policy:

Regular attendance at school is critically important to learning. Students who accumulate a total of 30 absences in a school year (excused or unexcused) will be considered for retention unless the student attends summer school. Parents/guardians will be notified when a student reaches 15, 20 and 30 days of absences. At the discretion of administration, medical documentation may be required for excessive absences.

A student who arrives an hour or more late to school will be marked for a ½ day morning absence. A student who leaves school an hour or more before the end of the school day will be marked for a ½ day afternoon absence. A student signed out for the day before 11:30 a.m. (10:30 a.m. Bobcat Innovation) will be assigned a full day absence. A student signed out after 11:30 a.m. (10:30 a.m. Bobcat Innovation) and who does not return, will be assigned a ½ day afternoon absence. It will be at the discretion of administration to adjust absences based on the student's same day return to school (i.e., if a student checks out at 10:00 a.m. but returns at 1:00 p.m., the student would be assigned a half day absence. If the student checks out at 9:30 a.m. and comes back at 3:00 p.m., they would be assigned a full day absence.)

Absences counted toward a student's 30 total absences in a school year:

ABS	Absence – Unverified (<i>no parent/guardian contact</i>)
UAB	Unexcused Absence (<i>no parent/guardian contact</i>)
EAB	Excused Absence, parent/guardian call to office
TDY	Tardy 11-59 minutes (<i>unexcused; without parent/guardian check-in</i>)
ETD	Excused Tardy (<i>parent/guardian checks in within 20 minutes</i>)
VAC	Vacation (<i>district form completed</i>)

Absences NOT counted toward a student's 30 total absences in a school year:

FLD	Field Trip/School Function
HMB	Homebound
EXT	Extenuating (<i>funeral, court, religious holidays</i>)
ISS	In-School Suspension

MED	Medical (<i>documented</i>)
OSS	Off-campus Suspension

It is expected that students will be in class when the bell rings.

Tardy Policy:

4 tardies will equal 1 unexcused absence. **A student will be considered tardy when s/he arrives ten (10) minutes or more after the beginning of the school day. A student who leaves school early at the end of the school day, ten (10) minutes or more (up to twenty-nine (29) minutes) will also receive a tardy.**

Parents/guardians who believe their student’s absence includes extenuating circumstances (i.e., a medically documented illness) may appeal the detention in writing to the Principal after June 1. The Principal’s decision will be final.

A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempt from this limitation.

MIDDLE SCHOOL ATTENDANCE POLICY

Absence Policy:

Regular attendance at school is critically important to learning. When a student is ABSENT, the parent/guardian is expected to call the ABSENCE HOTLINE or log absence through [ParentVUE](#) by noon each day the student is absent. Absences will remain unexcused unless contact is made. Absences will be recorded on the computer by class period. Attendance status is available for review in the Student Information System.

Absences counted toward a student’s 30 total absences in a school year:

ABS	Unexcused Absence
EAB	Excused Absence
VAC	Vacation

Absences not counted toward a student’s 30 total absences in a school year:

TDY	Tardy (<i>less than 5 minutes</i>)
FLD	Field Trip/School Function
HMB	Homebound
ARR	Arranged Absence
EXT	Extenuating (<i>funeral, court, Religious Holiday</i>)
ISS	In-School Suspension
MED	Medical (<i>documented</i>)
OSS	Off Campus Suspension
ETD	Excused Tardy

A student who accumulates 30 or more total absences in a school year (excused or unexcused) may be retained.

Attendance Interventions:

The following attendance interventions will be implemented:

1. All unexcused absences - A parent/guardian will be notified.
2. 7th, 10th, and **15th** absences - A parent/guardian will be notified and consequences of additional absences will be explained.
3. 15th absence - A parent/guardian will be notified and the student will be contacted by a Counselor or Assistant Principal with a reminder of the attendance policy and its consequences.
4. 30th absence - A parent/guardian will be notified and student(s) may be retained.

A student who believes their absence includes extenuating circumstances (i.e., a medically documented illness) may appeal retention in writing to the Principal after June 1. The Principal’s decision will be final. A student receiving approved homebound tutoring instruction provided by a certified instructor will be exempt from this limitation.

Middle School Check In/Check Out Procedures:

Arriving: Students arriving at school after 8:10 a.m. must be checked in at the office by a parent/guardian, or must provide a note explaining the reason the student is late. The student will receive a tardy pass before proceeding to class. Medical/dental office notes are preferred for appointments.

Leaving: Students checking out during the day must be signed out in the office by a parent/guardian. If a student must leave for an appointment during the school day, a parent/guardian must send a note to the attendance secretary at the beginning of the day. The student will be issued a pass to come to the office at the requested time, prepared to leave the building.

Tardy Policy and Procedures:

Students who accumulate 4 unexcused tardies in any one class during a given semester will be issued an after-school detention for the 4th and 5th tardy. For each subsequent unexcused tardy, the student’s classes will be closed pending the outcome of a parent/guardian meeting with the Assistant Principal or a designee.

Frequent Absence or Tardiness:

The administration will make every attempt to notify parents/guardians

on a consistent basis when students are repeatedly absent from classes. Frequent absences or tardiness in a class, excused or unexcused, may seriously affect the student's progress and credit for that class. Attendance patterns of a student are the responsibility of the parent/guardian and the student. A student's attendance may be reviewed in the Student Information System.

Absences & Attendance at After School Events:

To be eligible to practice and/or participate in an athletic event or extracurricular activity, students must be in attendance at least half of the instructional day and must finish the school day unless prior written arrangements have been made with the **Athletic Director**. A middle school half day is defined as 3 classes.

HIGH SCHOOL ATTENDANCE POLICY

The Grand Blanc High School attendance philosophy is based upon the belief that students need to be in class each day and on time in order to maximize their learning opportunities. Student attendance is an essential element in grade computation, and achievement of certain grades may be dependent upon class participation and/or class attendance. With that philosophy in mind, the school recognizes that a student may have circumstances (doctor appointments, illness, etc.) which cause that student to miss school and has created the following attendance policy: Once a student accumulates more than 10 total absences and/or 15 tardies in a course per semester, the student will be at risk of losing academic credit in that course.

Attendance status is available for review in the Student Information System.

The following absences count toward the 10 total absence limit:

- ABS** Unexcused Absence
- EAB** Excused absence
- VAC** Vacation

Absences not counted toward the ten total absence limit:

- TDY** Tardy (*less than 5 minutes*)
- FLD** Field Trip/School Function
- HMB** Homebound
- ARR** Arranged Absence
- EXT** Extenuating (*funeral, Court, College Visitations, Religious Holiday*)
- ISS** In-School Suspension
- MED** Medical (*documented*)
- OSS** Off Campus Suspension

A student who accumulates more than 10 total absences **and/or 15 tardies in a course per semester will be at risk of losing** academic credit and enter into an attendance contract which will detail the criteria for regaining the lost credit.

The contract shall read:

You have accumulated more than ten total absences. According to the *Students Rights and Responsibilities Handbook*, if a student has accumulated more than ten absences in a course per semester, that student will be at risk of losing academic credit in that course.

The purpose of this contract is to inform you of your loss of credit and to inform you of the means to make up the lost credit. To earn credit back in this course, you must:

- a. Show a marked improvement in tardies and attendance with no additional unexcused absences for the remainder of the semester.
- b. Complete all work and pass the course; and
- c. Submit a written appeal to the Principal.

At the end of the semester, if you have met the above requirements, you may request an appeal to reinstate credit. The appeal request must be in writing and be submitted to the building Principal by the date specified in the contract. If the appeal for credit reinstatement is denied, a score of **78%** on the end of semester exam will be considered the equivalent of earning a passing grade and constitutes a qualifying score to earn credit in the course.

Attendance Interventions:

The following attendance interventions will be implemented:

1. All tardies and unexcused absences – The parent/guardian will be notified on date of occurrence.
2. 5th total absence **or Tardy** – The parent/guardian will be notified and consequences of additional absences will be explained.
3. 8th total absence – The parent/guardian will be notified and consequences of additional absences will be explained.
4. 10th total absence – The parent/guardian will be notified that, in accordance with the attendance policy, the student may be at risk of losing academic credit and will be placed on an attendance contract.

5. 11th total absence – Student is placed on an attendance contract and parent is notified.
6. **15th Tardy - Student is placed on an attendance contract and parent is notified.**

A student who believes their absences includes extenuating circumstances (i.e., an extended medically documented illness, death of a family member or friend, court, etc.) may review the absences with an Assistant Principal. If appealed beyond the Assistant Principal, the building Principal's decision will be final.

Chronic Illness:

Students with a medically documented chronic illness must complete the Chronic Illness form (Appendix H) each year. A student who has an approved Chronic Illness form will have the 10 absence requirement waived but may not miss more than 20 days of school per semester. Should it be necessary to miss more than 20 days, the student may be required to go on the district's homebound program. Students receiving approved homebound instruction provided by a certified instructor may be exempt from this limitation. If your student nears the 20 absence maximum, they will be notified by a Counselor, Student Advisor, or Assistant Principal to review options.

Reporting Absences:

In order to be excused from school, a parent, legal guardian, or person listed on the student's emergency card must call the high school **(810-591-6685 at East Campus and 810-591-6352 at West Campus)** on the day of absence or before 3:30 p.m. the following day. A parent/guardian must have their student's school identification number available when an absence is reported. Missing class time due to approved school related functions will not count toward total absences (i.e., field trips, participation in sporting events, assemblies, authorized passes, etc.)

Any absence not excused by 3:30 p.m. the following day will result in an unexcused absence. **A student with an unexcused absence will be allowed to turn in assignments due on the day of absence late or make up assignments per the Teacher's discretion.** Assignments include, but are not limited to homework, tests, quizzes, projects, presentations, etc. Unexcused absences are considered truancy/skipping and may result in further disciplinary action.

High School Check-in Procedure:

All students who arrive at any time after school has begun must report to the main office upon entering the building.

High School Check-out Procedure:

If a student must leave school early, a parent/guardian must call PRIOR to the student leaving the building. If no call has been made, the office will attempt to call a parent/guardian or person authorized on the student's emergency data card to release the student. All students must check out through the main office. If a student leaves the building without following these procedures, they will be unexcused. No call can be made to excuse the student AFTER the student has left the building without properly checking out. When a student returns to school, they must check back into the main office, otherwise, they will be marked absent for the rest of the day.

Tardy Policy and Procedures:

Promptness is extremely important and all students are expected to be in class on time. It is the student's responsibility to report to each class on time, every day. A tardy is defined as not being in the classroom when the final bell rings.

The following procedures will be applied to all students at GBHS:

Late Arrival to School (1st hour)

1. Any student arriving late for school will be required to check in at the security desk or main office.
2. The staff will provide the student with a late pass to use for entry to their class.
3. Upon arrival at the classroom, Teachers will record the student as tardy.

Tardy to 2nd – 6th Hour Class

1. Students arriving late to a class will be recorded tardy by the classroom Teacher.

Students with excessive tardies will be subject to disciplinary action.

Absences & Attendance at After School Events:

In order to practice and/or participate in an athletic event or extracurricular activity, students must be in attendance at least half of the instructional day and must finish the school day unless prior written arrangements have been made with the **Assistant Principal or Athletic Director**. A high school half day is defined as 3 classes.

MAKE-UP WORK

Teachers will provide students with daily assignments missed during an excused absence or off campus suspension and will accept a student's work for credit that was due during the time of their absence. The work

may be made up prior to, during, or immediately following the excused absence, by arrangement with the Teacher(s) involved using the following schedule:

# of days absent	Time allowed for make-up
1 Day =	2 days to make up assignments
2 Days =	3 days to make up assignments
3 Days =	4 days to make up assignments
4 Days =	5 days to make up assignments
5 Days =	6 days to make up assignments
6+ Days =	Number of days to make up assignments will be determined by the Teacher/building administration

Work (project, essay, test/quiz, etc.) that has been assigned or scheduled before the absence and is due/scheduled while the excused absence occurs, is due or must be completed on the first day the student returns to school after the absence. A student whose absences include special circumstances (medically documented illness, funeral, etc.) may warrant additional time per administrative approval.

It is the student’s responsibility to arrange with the Teacher(s) to receive and to submit any make-up work.

If requested by a parent/guardian, Administrator, Counselor or the student, Teachers will provide students with assignments missed for disciplinary reasons, including out-of-school suspensions. Teachers are required to accept all work. Full credit will be granted for all completed assignments missed due to a suspension. The work is due the day the student returns to school.

Notice for Make-Up Work:

In order to keep interruptions to instruction to a minimum, if you are requesting make-up work from a Teacher, 24-hours notice is required. The 24 hours will begin at the close of business on the day the request has been made (i.e., If you call Monday at 11:00 a.m., work should be available by 4:00 p.m. on Tuesday afternoon).

Notice for Vacation Work:

If parents/guardians would like schoolwork assignments to be provided to their students during a vacation period, they must make this request of the Teacher at least five (5) school days before the date of absence listed on the Vacation Form (Appendix C/C.1). It should be understood

that assigning work will not always be appropriate prior to instruction. In the event a student will be absent beyond five (5) days, the Teacher is not expected to provide advance work beyond the fifth day of absence. It is acknowledged that absences beyond five (5) days will be difficult to make up and may severely compromise the student's academic progress. Work will be made up within the following timeline: One school day grace period for each day absent, up to a maximum of five (5) days.

STUDENT MEDICATIONS

(Prescription or Non-prescription)

In accordance with Act 157, Section 378 and Section 380.1178 of the Michigan School Code and Board of Education Regulation, the following policies and/or procedures for medication will be followed:

Medication: includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, those which are injectable (EpiPen), applied as drops to eye or nose, or applied to the skin.

Prescription Medication: If it is necessary for a student to take prescription medication during school hours, the law requires that the school receive written authorization from the parent/guardian and the doctor, as well as the doctor's instructions for administering the medication and the dosage. The school office will provide a form for this purpose. Upon entering the school, the parent/guardian or the student must report to the office with the medication. The school office will keep up to a one-month supply in the office in the original prescription bottle. The medication must be taken in the presence of designated school personnel.

Non-Prescription Medication (Elementary and Middle School):

The parent/guardian must provide the school with written permission to administer non-prescription medication (i.e., Tylenol, Benadryl, nasal sprays, etc.). Upon entering the school, the parent or the student must report to the office or to designated personnel with the medication. The medication must be taken in the presence of designated school personnel and must be in the original packaging.

Non-Prescription Medication (High School):

Students at Grand Blanc High School will be allowed to carry over-the-counter (OTC) medications that do not require a prescription IF they have turned in a signed PARENT/GUARDIAN PERMISSION TO ADMINISTER/CARRY OVER-THE-COUNTER MEDICATION form to the **Main Office or District Nurse Consultant**. Students may only carry medications for which a parent/guardian has given permission on the form. (*See Appendix J*)

Procedures for Student Self-Administration/Self-Possession of Medication:

Self-administration: means that the student is able to apply a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or an epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis (a severe allergic reaction that can range from mild to life-threatening with symptoms that include itchy hives; swelling of the lips, tongue, or eyes; throat swelling; nausea and vomiting; and wheezing and difficulty breathing) in the same manner directed by a physician, without additional assistance or direction.

Self-possession: means, that under the direction of the physician, the student may carry medication to allow for immediate and self-determined administration. In order to self-administer medication, all of the following must be met:

1. The student has written approval to possess and use the inhaler or epinephrine auto-injector from the student's physician or other health care provider authorized by law to prescribe an inhaler or epinephrine auto-injector and, if the student is a minor, from the student's parent or legal guardian. Please refer to the Prescription Permission Form at www.gbcs.org> For Parents & Guardians>Health Resources>[Medical Forms](#).
2. The Principal of the student's school has received a copy of each written approval described in #1 above.
3. There is on file at the student's school a written emergency care plan that contains specific instructions for the student's needs that is prepared by a physician licensed in this state in collaboration with the student and the student's parent or legal guardian, and that is updated as necessary for changing circumstances.

GRADE CHANGE - HIGH SCHOOL

Grade changes by Teachers must be completed within five (5) school days from the day report cards are officially posted in the Student Information System. All changes after this period must be approved in writing by the high school Principal. The decision of the Principal is final.

TESTING OUT OF COURSES - HIGH SCHOOL

Public Acts 123 and 124 of 2006, in accordance with Section 1278(a)(5) (c) of the School Code, allows a student to receive credit for a course in which the student is not enrolled, but attains a minimum score on the course

assessment(s) as defined by the high school departments. Credits obtained in this manner shall be subject to the following limitations:

- a. The credit will be recorded as a “pass” grade and not used for computing a grade point average.
- b. The credit will be listed on the student’s transcript as a tested out course.
- c. The student will earn credit for the course if the high school department minimum score is attained. This credit may be used toward graduation.
- d. A student who earns credit under this section may not later take a lower sequence course in the same subject area.
- e. The assessment used to determine a student’s mastery of the subject matter may include (but not limited to) the final exam, written papers, projects, presentations, and/or other forms of authentic assessment.
- f. Students interested in testing out of a course must submit their request in writing, to the building Principal by Dec 1 for January review and by May 1 for June review.

The intent of section 1278 is twofold: (1) to avoid wasting the time of high school students by asking them to do course work to acquire knowledge and/or skills they already possess; and (2) to provide students with a wider range of courses they may take.

DUAL ENROLLMENT/ADVANCED PLACEMENT CLASSES - HIGH SCHOOL

Students who want information on dual enrollment or on A.P. (Advanced Placement) classes should contact the high school counseling office.

STUDENT PARKING INFORMATION

The high school parking lots, East High School lot and West High School lot, are private lots open to the public. Consequently, Grand Blanc Community Schools assumes no responsibility for the student’s vehicle or personal property, including but not limited to, damages, theft, injuries, and vandalism when parked in these lots. All vehicle accidents must be reported immediately by calling 911. Parking permits are a privilege, not a right. Grand Blanc High School students have the privilege to park in the high school lots on a paid permit basis only. During the day, the student driver/owner of any car found parked on school property without a valid

parking permit, may be subjected to disciplinary action and/or the car may be towed at the owner's expense.

A parking lot supervisor will be employed to monitor the lots and enforce parking regulations. Students who choose to park on campus do so with the knowledge and acceptance that their vehicles may be subject to canine searches at any time with or without notice and/or subject to searches by school officials upon reasonable suspicion of a violation of school rules.

Students are permitted to drive and park under the following conditions:

1. A student parking application must be obtained, completed and returned with payment to the East High School security office. As part of the application process, a student must present current student I.D., along with a valid vehicle registration and driver's license. During the school year, any vehicle change must be reported to the security office. No refunds will be issued.
2. The parking permit **MUST** be displayed in the appropriate area as described in the Student Parking Application. No exceptions.
3. Students may not sell, lend, duplicate, or give their permit to any other student at any time.
4. Students may only park in a designated student parking space.
5. Students must drive in an acceptable and appropriate manner at all times. Any student driving in a careless or negligent manner likely to endanger any person or property will be subject to suspension, loss of parking privilege, and/or criminal prosecution.
6. Upon arrival to school, students must enter the building immediately. Loitering or gathering in the parking lot is not permitted. Driving between campuses in a vehicle is prohibited. Students may not return to their vehicles until they are dismissed from school or have written permission from the office.
7. Students with excessive behavior violations, absences, or tardies may face suspension and/or loss of driving/parking privileges.
8. Vehicles not registered, without a permit properly displayed, or parked in an unauthorized area will be issued a parking violation and may be towed at the owner's expense. Parking violations not returned to the security office within two school days may result in disciplinary action and/or loss of parking privileges.

PRIVATE TRANSPORTATION

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

INSTRUCTIONAL MATERIALS

The school district will provide students with the use of individual textbooks, supplemental textbooks, library books, **technological materials**, and other instructional aides and materials free of charge to better assure the success of a student taking course work. It is the student's responsibility to maintain these items in the best possible condition. Fines may be assessed against students for material that shows excessive wear, damage, defacing, and for lost items. Legal action may be taken to collect unpaid fines and/or fees.

DISTRIBUTION AND SALE OF UNAUTHORIZED MATERIALS

Sale of any goods is not permitted in school or on school property unless it is for a district-approved fundraising project. In addition, all writings, insignia, or pictures on fundraising products are subject to the approval of the school district.

STUDENT DISCIPLINE POLICY

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section MCL 380.11a; MSA 15.4011a of the [Revised School Code](#).

Please be advised that the administration reserves the right to establish and enforce fair and reasonable rules and regulations for circumstances and/or situations which may not be covered in this handbook. Accordingly, matters not covered in this handbook should not be interpreted as a limitation to

the scope of the school's authority to make determinations about what may be in the best interest of the safety and welfare of all students. In all cases, rules, regulations and potential consequences will be administered as consistently as possible.

(For the most current information refer to 5200 at:

<https://go.boarddocs.com/mi/qbla/Board.nsf/Public>)

PHILOSOPHY OF DISCIPLINE

The purpose of education is to assist every student in achieving the skills, knowledge and habits necessary to become an independent, self-sufficient, thinking member of our democratic society. This includes not only learning basic education skills, but also developing self-understanding and understanding of others. Grand Blanc Community Schools is committed to creating an environment conducive to learning in an atmosphere of fairness and equality. The following discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as positive, not negative, of helping the student to adjust, and of turning unacceptable conduct into acceptable conduct. For these reasons:

1. Discipline will be treated as an individual matter for each student.
2. The best discipline is preventive in nature, rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including: the student's perceived image/reputation, the student's active participation in both curricular and extracurricular activities, and the understanding and support received from the student's parents/guardians, Teachers, peers and other adults.
3. Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of parents/guardians, educators and other school employees should be one of guiding students in understanding, establishing and maintaining those acceptable behavioral standards as defined in the *Student Rights and Responsibilities Handbook*.

RESTORATIVE PRACTICES

As outlined in the policy on Student Discipline, the Board of Education has the right to authorize consequences including suspension or expulsion. These measures, however, will be utilized after considering alternative measures such as Restorative Practices. Restorative Practices are defined as "practices that emphasize repairing the harm

to the victim and school community caused by a student’s misconduct.” These practices may be utilized as an alternate to, or in addition to, suspension or expulsion and may include peace circles, voluntary victim-offender conferences, mutual consequences developed by both parties, and other strategies. Restorative Practices assist in providing support for both the victim and the offender in a sustainable and meaningful manner.

OFF CAMPUS ACTIVITIES

Students are subject to the rules and regulations of this handbook and the authority of school district personnel when on any school district property as well as at school-sponsored, off-campus events. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel will be subject to the provisions of this handbook.

Additionally, the district reserves the right to discipline students for off-campus behavior including internet activity that results in, or is likely to result in, a material and substantial disruption of the proper and orderly operation of the school district and/or learning environment.

INDIVIDUAL RESPONSIBILITIES IN THE DISCIPLINE PROCESS

The Board believes that all concerned with the educational system must be aware of and accept their role responsibilities for a discipline policy to be successful.

Responsibilities of the Student:

The student is expected to respect authority. That includes not only obedience to school rules and regulations but also conformance to the laws of the community, state and nation. Students should respect personal and property rights of fellow students, Teachers, Administrators and other school personnel. The Golden Rule of “Do unto others as you would have others do unto you,” is a good rule to apply.

Responsibilities of the Parent/Guardian:

Under the [Revised School Code](#), parents and legal guardians have the right to determine and direct the care, teaching, and education of their students. Thus, parents/guardians are expected and should be willing to cooperate with school authorities and to participate in conferences regarding the behavior, health, attendance and/or academic progress of their students. Parents/guardians are subject to the provisions of statutes of the State of Michigan.

Responsibilities of the Teacher:

Teachers are responsible for creating an atmosphere conducive to learning. Thus, they are directly responsible for maintaining discipline in their classroom and assisting in the maintenance of discipline throughout the building. Such responsibility and authority of any Teacher extends to all students of the Grand Blanc Community Schools under the assigned supervision of such Teachers, as well as other students so situated as to be subject to the Teacher's control.

Teachers will provide the opportunity for students to learn and understand acceptable behavioral standards within their classrooms. The *Student Rights and Responsibilities Handbook*, with its rationale and implications, will be discussed with the students at the beginning of each school year and after that as necessary. According to the Elliott-Larsen Civil Rights Act of 1976, Teachers will educate students without regard to religion, race, creed, national origin, age, sex, height, weight, familial status, marital status, sexual orientation, or gender identity or expression.

Responsibilities of the Counselor:

The role of the Counselor is to assist the Teachers, parents/guardians and Administrators by counseling students so they have a better understanding of themselves and the rules as they apply to them. When possible, Counselors will work regularly with students whom they must discipline repeatedly to assist them in adjusting to their environment.

Responsibilities of the School Resource Officer (SRO):

The School Resource Officer (SRO) assists the students, staff and administration in the effective operation of the school. The SRO serves as a liaison between the school and law enforcement agencies and provides services, such as the following, to the district: classroom presentations, building security, referral agency information, juvenile and adult court referrals, facilitating problem solving, juvenile diversion referrals, investigating criminal activity, verifying residency of district students, and assisting in truancy matters.

The School Resource Officer and the district will coordinate information obtained by either the district or law enforcement agencies to better assess and meet the needs of students. The School Resource Officer also coordinates information on athletic code violations with the Athletic Director or a designee. Students and parents/guardians should understand that this information will be exchanged between the school district and the law enforcement agency.

Such information may include records of arrest, detention, or investigation of a student, as well as the student's behavioral and academic records. Information regarding the results of alcohol or drug tests under the school

district's Drug and Alcohol Testing Policy will not be disclosed to criminal or juvenile authorities unless the district is legally obligated to do so by law, by order of a court, or by subpoena.

Responsibilities of the Bus Driver:

Bus drivers are directly responsible for maintaining order and discipline, as well as implementing and enforcing rules for student conduct on the Grand Blanc Community Schools' buses. If preventive or remedial measures by the driver such as individual conversations with the student and/or phone calls to parent/guardian, do not have the intended effect, Bus drivers will obtain assistance from the Transportation Supervisor and/or building Principal.

Responsibilities of the School Principal & Assistant Principals:

The school Principal is responsible to the Board of Education through the Superintendent for the effective operation of the school within the guidelines of established Board Policies and school law. The Principal is also responsible for establishing the climate for discipline within the building, which permits good teaching/learning situations to exist, and which supports the efforts of students and staff to achieve self-discipline.

Responsibilities of the Transportation Supervisor:

The Transportation Supervisor is responsible for ensuring that all transportation personnel follow disciplinary procedures for bus riders.

Responsibilities of the Superintendent:

The Superintendent is authorized to implement all necessary procedures, rules and regulations set forth in the *Student Rights and Responsibilities Handbook*. Whenever appropriate in implementing such procedures, rules and regulations, the Superintendent may enlist the cooperation of the community agencies actively engaged in working with community youth.

Responsibilities of the Board of Education:

The Board of Education, acting through the Superintendent, holds all school employees responsible for the control and safety of students while they are legally under the supervision of the schools. The Board of Education will support all personnel acting within the framework of the *Student Rights and Responsibilities Handbook* and Board Policies.

Review of the *Student Rights and Responsibilities Handbook*:

Biennially, the Board of Education will appoint a committee composed of Administrators, Teachers, parents/guardians and students for the purpose of reviewing and recommending changes in the *Student Rights and Responsibilities Handbook*.

DISCIPLINARY ACTION SHORT OF SUSPENSION

Efforts will be made by the staff to resolve disciplinary problems within the school setting. The following actions are suggestions for dealing with behavioral problems short of exclusion from school. This list does not preclude the use of other methods or approaches that may be reasonable and purposeful.

- A. *Warning* – A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
- B. *Student Conference* – A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.
- C. *Parent/Guardian Conference* – A conference involving the parent(s)/guardian(s) and staff member(s) for the purpose of discussing and solving behavioral problems. The emphasis is on enlisting the assistance of the parent/guardian. The student may also be involved in a parent/guardian conference.
- D. *Referral to a Resource Agency or Person* – Referral to an in-school or out-of-school agency or person may be made whenever it is believed that such an agency or person may be of assistance in the solution of a behavioral problem. A referral is normally made with the cooperation of the student and/or parent(s)/guardian(s). Referrals to agencies, including law enforcement, will also be made when required by law.
- E. *Behavioral Probationary Plan* – The Principal or Principal's assistant may place a student on a behavioral probationary plan for a specific amount of time during which a critical examination and evaluation of the student's behavioral progress will take place. There will be an agreement between the student and the Administrator concerning the specific behavioral changes expected, the terms of the behavior plan and the length of the probationary period. Failure to fulfill the agreement, or a further infraction of the school rules during the period of the probation plan, may result in further disciplinary action as set forth in the terms of the agreement.

The Administrator will notify the parent/guardian whenever a student is placed on a behavioral probationary plan. Parents/guardians will be encouraged to discuss and assist in assuring that the intent and the terms of the plan are fulfilled.

- F. *Detention* – A student violating a school rule or policy may be required to spend a specific amount of time before school, after school, during an unassigned class period, or on Saturdays at a specific location assigned by the Principal or a designated representative. A staff member will actively supervise such detention.
- G. *Revocation of Privileges* – A student violating a school rule or policy may be denied the privilege of attending non-classroom school functions, activities, events, etc.
- H. *Alternative Disciplinary Action* – Individual schools may offer alternative forms of disciplinary action. Such programs will be defined and described by the building Principal.
- I. *Closed Classes* – An Administrator may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, disrupts the education of other students in the classroom or when the student has been disrespectful and defiant to the Teacher.

A class or classes may be closed pending a parent/guardian conference. The conference, with a parent/guardian, student, Teacher and an Administrator present, may be held in lieu of a suspension. The Principal or duly authorized agent must ascertain that the misbehavior can best be dealt with through a conference including the student, the student's parent or legal guardian, or other adult designated with authority over the student, and whatever staff is deemed appropriate. The conference will be held as soon as it can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of the conference, the student will be permitted to return to class unless the administration deems otherwise. In no instance will a student's class or classes be closed for more than three (3) days.

Should the parent, legal guardian, or other adult designated with authority over the student fail to appear for a conference within three (3) school days of the closing of the student's class or classes, the student will be returned to class and the school will officially classify the action as a three (3) day suspension with appropriate notification sent to all persons concerned.

- J. ***Restorative Room/Space intervention at High and Middle School levels*** - Individual schools may offer this intervention

space in order to support students needing to reset and refocus; students will make a plan to return to the classroom with school-appropriate behavior. Such rooms will be further defined and described by the building administration.

*(For the most current information refer to 5610.02 at:
<https://go.boarddocs.com/mi/gbla/Board.nsf/Public>)*

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF NON-DISABLED STUDENTS

A student may be removed from the classroom, suspended or expelled for violating the [Revised School Code](#), the Student Handbook and Student Code of Conduct, and/or Board Policies/Administrative Guidelines. A student may not be expelled or excluded from the regular school program based on pregnancy status.

7 Discretionary Factors:

Before suspending or expelling a student for an offense under the [Revised School Code](#) as listed below, the Board of Education or its designee must consider the following “7 Discretionary Factors”:

1. the student’s age
2. the student’s disciplinary history
3. whether the student has a disability
4. the seriousness of the violation or behavior
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. whether restorative practices will be used to address the violation or behavior
7. whether a lesser intervention would properly address the violation or behavior

There is a rebuttable presumption that an expulsion or suspension of more than 10 days is not justified unless the Board can demonstrate that it considered each of the 7 Discretionary Factors listed above.

For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but these 7 Discretionary Factors must still be considered in making the determination.

The 7 Discretionary Factors must be considered when suspension or expulsion is considered for the following offenses:

- Physical assault at school against a student
- Criminal sexual conduct against a student enrolled in the same school district
- Gross misdemeanor
- Persistent disobedience
- Possession of a dangerous weapon, other than a firearm, in a weapon-free school zone
- Arson in a school building or on school grounds
- Criminal sexual conduct in a school building or on school grounds
- Pleading to, conviction of, or adjudication for criminal sexual conduct against another person enrolled in the same school district
- Physical assault at school against an employee, volunteer, or contractor

Restorative Practices

The Board or Superintendent shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the district determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may be considered to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Board or Superintendent decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm,

such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

- . The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Due Process

The Board recognizes exclusion from the educational programs of the district, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and will not be imposed without appropriate due process, since exclusion deprives a student of the right to an education. The Board also recognizes that it may be necessary for a Teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty- four (24) hours. However, if an emergency removal may result in a suspension, then due process will be provided.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Board Policy 5611 and AG (Administrative Guideline) 5610 will be observed. The building Administrator shall determine if a student has been identified as a student with disabilities under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973. Students with disabilities under IDEA or Section 504 who are subject to discipline shall be afforded the procedural safeguards and due process rights set forth in IDEA and Section 504.

For purposes of this policy, suspensions are either short-term (not more than ten (10) days) or long-term (more than ten (10) days) removal of a student from a regular district program. Pursuant to the [Revised School Code](#), “suspend” means “to exclude a student from school for disciplinary reasons for a period of fewer than 60 school days.” MCL 380.1310d(5) (c). To “expel” means “to exclude a student from school for disciplinary reasons for a period of 60 or more school days.” MCL 380.1310d(5)(a). An expulsion may be for a set term (i.e., 60 days) or a permanent expulsion. To return following a permanent expulsion, a student must petition for reinstatement (as discussed further below) and that petition must be granted.

Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by a Teacher for certain conduct as specified in the *Student Rights and Responsibilities Handbook*, or may be given a suspension by the Superintendent or designee. A student so removed may not be allowed to attend other classes during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

Long-Term Suspension or Expulsion

Due process set out in Policy 5611 and AG 5610 will be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

***Expulsion** - Any change in placement for disciplinary reasons over sixty (60) days up to permanently requires a Board of Education hearing and Board approval.*

***Long-Term Suspension** - Any change in placement for disciplinary reasons that is eleven (11) to sixty (60) days requires an administrative discipline subcommittee hearing with recommendations to the Board of Education for approval.*

The Superintendent or designee may recommend to the Board that a student be expelled for a period of time or expelled permanently.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the district's core curriculum;
- B. standards of behavior for all students in accordance with district Board Policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.

Persistent Disobedience or Gross Misdemeanor/CSC Against Another District Student

Any student may be removed from the classroom, and/or, after consideration of the 7 Discretionary Factors, suspended or expelled for persistent disobedience or gross misconduct or if the student commits **criminal sexual** misconduct against another student enrolled in the district regardless of the location of the conduct.

Physical Assault, Verbal Assault and Bomb Threats

Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Unless a different determination is made after consideration of the 7 Discretionary Factors, the district shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the 7 Discretionary Factors, the district shall suspend or expel a student in grade six or above for up to one-hundred-eighty (180) school days if the student commits physical assault at school against another student.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Unless a different determination is made after consideration of the 7 Discretionary Factors, the district shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board’s discretion if the student commits verbal assault at school against a district employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or at a school-related activity.

“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.

Weapons, Arson, Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the 7 Discretionary Factors, the district shall permanently expel any student who possesses a dangerous weapon, other than a firearm, in a weapon-free school zone (except as noted below), commits arson or criminal sexual conduct in a school building or on school grounds, including school buses and other district transportation, or pleads to, is convicted of, or is adjudicated of criminal sexual conduct against another student enrolled in the district.

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

The district shall permanently expel any student who possesses a firearm in a weapon-free school zone, except that the district need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in the student’s possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines that the student has established that the student fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

Following Expulsions:

For expulsions for dangerous weapons, arson, or criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent will note the expulsion in the student’s record, refer the student to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and inform the parents/guardians of the referral.

Furthermore, if a student who is expelled is below the age of sixteen (16),

the Superintendent shall ensure notification of the expulsion is provided to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the district. The Superintendent will provide a copy of this policy to the State Department of Education and include a description of the circumstances surrounding the expulsion of the student possessing a firearm or weapon in the district's weapon-free school zone, together with the name of the district, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

Reinstatement

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guideline:

- A. The parent/guardian, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- B. The Superintendent shall review all pertinent information and submit its recommendation to the Board. Factors to be considered include:
 1. extent to which reinstatement would create a risk of harm to students or school staff;
 2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
 3. age and maturity of the student;
 4. student's school record before the expulsion incident;
 5. student's attitude concerning the expulsion incident;
 6. student's behavior since the expulsion and the prospects for remediation;
- C. The degree of cooperation and support the parent/guardian has provided and will provide if the student is reinstated (if the request was filed by a parent/guardian), including, but not limited to the parent/guardian's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent/guardian who filed the reinstatement request to accomplish the following:

1. abide by a behavior contract involving the student, the student's parents/guardians, and an outside agency;
2. participate in an anger management program or other counseling activities;
3. cooperate in processing and discussing periodic progress reviews;
4. meet other conditions deemed appropriate by the committee;
5. accept the consequences for not fulfilling the agreed upon conditions

The Board shall make its decision at the next regular Board meeting following the recommendation of the Superintendent. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this district, in making its decision, the Superintendent shall follow the same Reinstatement Procedure it has established in paragraphs A-C, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the same Reinstatement Procedure in paragraphs A-C set forth above.

The Superintendent shall ensure Board Policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

In-School Discipline

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the building Administrator for offenses found in the *Student Rights and Responsibilities Handbook*.

Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following:

A. Students Subject to Short-Term Suspension

Except when emergency removal is warranted, a student will be given at least oral notice of the charges against them and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated Administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. Suspensions less than 5 days in length cannot be appealed. An appeal of a suspension of more than 5 days and up to 10 days may be addressed to the Superintendent whose decision will be final.

B. Students Subject to Long-Term Suspension and Expulsion

A student and their parent/guardian will be given written notice of the intention to suspend or expel and the reasons therefore, and will also be given an opportunity to appear before the Board with a representative to respond to the charges. The student and/or their parent/guardian will be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the behavior at issue. At the student/parent/guardian's request, the hearing may be held in closed session, but the Board must take final action in open session. Names of the student will not be included in the Board resolution. The Board will provide a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school. The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents/guardians.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members will remove the student from the classroom or district through suspension or expulsion procedures.

All staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office
- B. quell a disturbance threatening physical injury to self or others;
- C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. the protection of persons or property.

In accordance with State law, corporal punishment is not permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the district contracts for services.

The Superintendent shall provide guidelines, including a list of alternatives to corporal punishment.

**Removal, Suspension, and Expulsion of Students with Disabilities
The District will comply with all State and Federal requirements
regarding discipline of students with disabilities.**

*(For the most current information refer to 5605 and 5610.02 at:
<https://go.boarddocs.com/mi/gbla/Board.nsf/Public>)*

FAIR TREATMENT PROCEDURES

The Grand Blanc Community Schools' Board of Education is committed to treating all students, staff, and parents/guardians in Grand Blanc Community Schools fairly and impartially. The Board is committed to promoting a school and working environment which is appropriate for institutions of learning and which protects the safety and welfare of all.

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

If the incident involves sexual harassment, sex discrimination, and/or sexual violence, please see [Board Policies 2266 and 5517](#), or contact one of the District's Title IX Coordinators: the Deputy Superintendent or the Personnel Director at (810) 591-6015.

Informal Complaint Options:

1. Speak directly to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change.
2. Write a letter to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Make a copy of the letter for yourself and deliver in person, preferably accompanied by someone else as a witness to the delivery of the letter.
3. Meet with a neutral third party to discuss the situation. A discussion of the situation with a third party can help examine other options for addressing the complaint. Following the discussion, a decision as to whether or how to pursue the matter can be made. In choosing a third party with whom to talk, consider whether that person can be trusted to listen sensitively, maintain confidentiality to the greatest extent possible, and have information about the options available for resolving such problems.
4. Request a third party to discuss the problem with the person with whom there is a problem.

Step One: If the problem is not resolved in the informal meetings, the Fair Treatment Concern Form* may be completed by a parent/guardian and forwarded to the building Principal or Director.

The Principal or Director will respond in writing to the parent/guardian within five (5) school days of receipt of the written grievance and will forward a copy of the parent/guardian grievance and his or her response to the appropriate Central Office staff member.

Step Two: If the parent/guardian is not satisfied with the disposition of the grievance at STEP ONE, the parent/guardian is to notify the Deputy Superintendent in charge of grievances. The Deputy Superintendent will confer with the Principal/Director and other staff who may be involved and depending on the findings will either:

- a. provide the parent/guardian a written response to the grievance,
- b. suggest in writing to the Principal/Director a course of action to achieve resolution, or

- c. schedule a meeting with the parent/guardian, Principal/ Director, and other staff as considered appropriate to review the matter and to achieve resolution.

Step Three: If the parent/guardian is not satisfied with the disposition of the grievance at STEP TWO, the matter may be appealed to the Superintendent. The Superintendent will confer with all parties in an effort to resolve the matter and will render a decision in writing.

Step Four: If the parent/guardian is not satisfied with the disposition of the matter by the Superintendent, an appeal may be submitted to the Board of Education. Depending on the nature of the grievance, the Board will review the matter in either closed or open session in accordance with the Open Meetings Act, may hear testimony, and will act on the matter. The Superintendent and parents/guardians will be advised in writing of the decision of the Board.

(*See Appendix G, G.1 and G.2 for Fair Treatment Procedure Forms or school office.)

MAXIMUM PENALTIES FOR INFRACTIONS

The penalties indicated below are the maximum penalties for the listed infractions. In instances of repeat offenses, more than five (5) school days may be given. Please be advised that any and all infractions may be reported and/or referred to police or other appropriate authorities as required by State and Federal Law. The 7 Discretionary Factors will be considered prior to any discipline being implemented as mandated by the [Revised School Code](#).

I. ATTENDANCE AND PUNCTUALITY:

1. Leaving the school premises or being in restricted areas without authorization during the student's scheduled class hour and/or lunch period **and during any school sponsored event.**
Maximum Penalty – (5 days)
2. Loitering: the act of prowling or loitering on foot, in a motor vehicle, or in any other manner in or about the school building.
Maximum Penalty – (5 days)
3. Truancy: excessive unauthorized absence from school or class.
(Also see #1)
Maximum Penalty – (Expulsion)

II. APPROPRIATE LEARNING ENVIRONMENT:

4. Cheating: the act of willingly and knowingly copying or

using the work of others and representing it as one's own and/or the act of using books, notes **AI or NLP tools** or other materials on a test or assignment without the knowledge or approval of the instructor. It is also the act of willingly and/or knowingly allowing another student to plagiarize or copy one's work without the knowledge or approval of the instructor.

(See Academic Integrity Policy and Use of Artificial Intelligence/Natural Language Processing Tools for School Work.)

Maximum Penalty - (5 days and/or loss of credit for course)

5. Defiance of authority: the deliberate and open defiance or refusal to obey the directive of school authority and/or staff members.

Maximum Penalty – (5 days)

6. Dissemination of unauthorized material: the act of distributing unauthorized materials on school property.

Maximum Penalty – (5 days)

7. Violations of the dress code: clothing must not be disruptive or present health or safety problems.

Maximum Penalty – (5 days)

8. Forgery/misrepresentation of personal information: the act of fraudulently using in any form the name of another person or otherwise falsifying school records (responding dishonestly to an informational request, falsifying progress reports, attendance notes, hall passes and medical records, [i.e., athletic physicals, immunization records, etc.].

Maximum Penalty – (5 days)

9. Gross misdemeanor: Gross misdemeanor occurs when a student commits a willful or malicious act detrimental to the school. *(See full definition on previous page).*

Maximum Penalty – (Expulsion)

10. Elementary & Middle School only: Cell phones, media players, or other related portable electronic communication or entertainment devices must be turned off upon entering the school building in the morning until the completion of the school day. Devices should not be used in class unless there is approval from the Teacher for educational purposes or special class activities.

Maximum Penalty – (Expulsion)

11. High School only: Cell phones, media players, and other related portable electronic communication or entertainment devices may be used before school, after school, passing time, and during a student's lunch period. Devices should not be used in class unless there is approval from the Teacher for educational purposes or special class activities.

Maximum Penalty – (Expulsion)

12. Public display of affection: demonstration of one's affection toward another person or behavior which is inappropriate in the school setting or which shows a lack of modesty or tact.

Maximum Penalty – (5 days)

13. Rioting, unauthorized demonstrations or assemblies: inciting others to violence or disobedience; to take the role of leadership or to overtly encourage activities which disrupt or interfere with the educational or learning environment of others or the normal educational process of the school.

Maximum Penalty – (Expulsion)

14. Unreasonable accumulation of infractions of school rules or repeated violations of rules, no one of which by itself is serious enough to warrant expulsion.

Maximum Penalty – (Expulsion)

15. Copyrighted Material: A student will not unlawfully duplicate, reproduce, retain or use copyrighted material.

Maximum Penalty – (Loss of credit and/or denial to take other courses; 10 days)

16. Violation of specific classroom regulations which are consistent with Board of Education policies and administrative procedures.

Maximum Penalty – (Expulsion)

III. PROTECTION OF PROPERTY:

17. Arson: the willful and malicious burning of school property or objects on school property.

Maximum Penalty – (Permanent Expulsion)

18. False Alarms: the act of initiating a fire alarm, calling 911, and/or initiating a report warning of a fire, bombing or other catastrophe without just cause.

Maximum Penalty – (Expulsion)

19. Fire extinguishers: removing, unnecessarily discharging or damaging fire extinguishers.
Maximum Penalty – (Expulsion)
20. Computer/Video/Audio and other electronic trespass* and/or knowing invasion of school/student/staff information and/or accounts.
Maximum Penalty – (Expulsion)
**Electronic trespass is defined as:*
- Circumvention of any component of security systems
 - Destruction or unauthorized editing of recorded information.
 - Use of unauthorized software
 - The act of maliciously destroying another person's recorded information, account, disks, video tape(s), audio tape(s), computer program(s) or file(s).
 - The act of entering and/or copying another person's recorded information, account, disks, video tape(s), audio tape(s), computer program(s) or file(s).
21. Gambling: the act of gambling or playing games of chance for money or valuables.
Maximum Penalty – (5 days)
22. Misuse of School Resources: School resources may not be used for production of inappropriate publications as defined in the Grand Blanc Community Schools' Policy Regarding Distribution of School-Sponsored & Non-School Sponsored Student Publications on School Property (Appendix D). School resources may not be used for searching and/or viewing and/or printing and/or publishing material that is deemed "Gross Disrespect" (Item #47) "Misconduct" (Item #48), "Public Display of Affection" (Item #12) and/or "Obscene to Minor" (V. Definition of Terms, F).
Maximum Penalty – (Expulsion)
23. Possession of stolen property: receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled and/or taken without proper authority.
Maximum Penalty – (Expulsion)
24. Theft, burglary, robbery, larceny: the intent, attempt or act of dishonestly acquiring the property of others.
Maximum Penalty – (Expulsion)
25. Unauthorized computer telecommunications and/or Internet access. Students are not allowed use of telecommunications and/or access to the Internet without reading, agreeing to, signing, obtaining parent/guardian signature required for the Grand Blanc Community Schools Acceptable Use of Technology Resources and Being a Good

Citizen. Students are to be under reasonable supervision by Grand Blanc Community Schools staff during all telecommunications and/or Internet access.

Maximum Penalty – (Up to 10 days)

26. Vandalism: willful destruction of school property or property belonging to others.

Maximum Penalty – (Expulsion)

27. Unauthorized possession, use, distribution and/or duplication of school keys.

Maximum Penalty – (Expulsion)

IV. PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

28. Parking Lot: driving in a careless, reckless, or negligent manner likely to endanger any person or property.

Maximum Penalty – (Expulsion)

29.

- a) Physical assault of another student; intentionally causing or attempting to cause physical harm to another through force or violence.

- b) Verbal assault of another student;

i. Any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm.

ii. The use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.

iii. A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.

Maximum Penalty – (Expulsion) - (d)

30. Physical assault upon school employees, volunteers, or contractors. Intentionally causing or attempting to cause physical harm to another person through force or violence.

Maximum Penalty - (Permanent Expulsion) - (e) or (f)

31. Verbal assault against a school employee, volunteer, or contractor.

- a) Any statement or act, oral or written, which can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm.

- b) The use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
- c) A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.

Maximum Penalty – (Expulsion) - (d)

32. Hazing: any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

Maximum Penalty – (Expulsion)

33. Horseplay which may include pushing, shoving, throwing snowballs and/or wrestling.

Maximum Penalty – (5 days)

34. Bullying and/or cyberbullying: intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.

Maximum Penalty – (Expulsion)

35. Sexting: the act of electronically transmitting or receiving and retaining text messages and/or nude, partially nude, lewd, sexually explicit or graphic images of themselves or other. Michigan law prohibits sexting and violations may carry felony charges and label the youth a sex offender under the law. Grand Blanc Community Schools also prohibits electronically transmitting or receiving and retaining graphic or sexually explicit messages. Please be advised all students who engage in sexting will be referred to police and/or other appropriate agencies.

Maximum Penalty – (Expulsion)

36. Planning or prearranging a fight
Maximum Penalty – (Expulsion)
37. Bringing in others (including non-students) to assist in a fight
Maximum Penalty – (Expulsion)
38. Written or verbal slurs which attack or impugn another’s personal characteristics
Maximum Penalty – (Expulsion)
39. Littering in the building and/or on school grounds
Maximum Penalty – (Expulsion)
40. Battery: physical threats or violence to persons
(Also see #29 and #30)
Maximum Penalty – (Expulsion) - (d)
41. Criminal Sexual Conduct (CSC): the act of committing criminal sexual conduct as referred to in MSA 28.788, et seq; MCL 750.520, et seq; is prohibited and punishable by mandatory expulsion under the [Revised School Code](#). Conduct includes, but is not limited to, forced sexual intercourse, sexual contact with the victim’s or actor’s intimate parts, or the act of having sexual intercourse with another under the age of sixteen.
Maximum Penalty – (Permanent Expulsion) - (c)
42. Extortion, blackmail or coercion: obtaining money or property by violence or threat of violence or forcing someone to do something against their will by threat or force.
Maximum Penalty – (Expulsion)
43. The act of possessing, selling, using or threatening to use any toy, replica, imitation or facsimile of a device, weapon or instrument capable of inflicting bodily injury.
Maximum Penalty – (Expulsion) – (b)
44. Physical assault against another student/fighting: engaging in hostile physical contact with intent to harm.
(Also see #29, #30 and #40; Appendix K)
Maximum Penalty – (Expulsion) – (d)
45. Dangerous Weapons: the act of possessing a firearm or dangerous weapon in a weapon-free school zone. Weapons are defined to include: a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
The term “firearm” means: (a) any weapon (including a

starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

The term “destructive device” means any explosive, incendiary, or poison gas - bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described in the preceding clauses.

Maximum Penalty – (Permanent Expulsion) - (c)

46. The act of possessing a weapon, threatening with a weapon, or using any object as a weapon that does not come within the definition of a “dangerous weapon” as defined in #45 and the Michigan School Code. This includes, but is not limited to, the following: objects such as BB guns and Airsoft pistols; knives with blades less than three inches; look-alike weapons, or any object that is used to threaten, harm, or harass another person.

Maximum Penalty – (Expulsion) - (c)

47. Gross disrespect: to insult, call derogatory names, use racial slurs, or abuse verbally or physically, any member of school staff or another student *(Also see #29, #30 and #31).*

Maximum Penalty – (Expulsion)

48. Misconduct: obscene or profane language, gestures, racial slurs, written or printed materials (including pictures) or conduct which is inappropriate in a school setting.

Maximum Penalty – (5 days)

49. Secret societies: the act of participating in a secret society, such as a fraternity, sorority or gang, is prohibited. A gang is a non-school sponsored group and/or club which exists without the sponsorship of any recognized adult, community or civic organization, whose purpose and practices include the commission of illegal acts, violation of school rules, establishment of territory or “turf” or any actions that threaten the safety or welfare of others.

Maximum Penalty – (Expulsion)

50. Sexual Harassment: sexual harassment may include, but is not limited to, actions such as the following:
- a) Sex oriented verbal “kidding or abuse”
 - b) Subtle pressure for sexual activity

- c) Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

(For further clarification, see #41 in the Student Rights & Responsibilities Handbook and Grand Blanc Community Schools' Board Policy 2266 and 5517).

Maximum Penalty – (Expulsion)

51. Sexual Misconduct: inappropriate touching of another (or oneself) with or without the other person's permission. Touching that invades the privacy or injures the dignity of another person. Public display of one's genitals, buttocks, or breasts. *(See #41 - conduct)*

Maximum Penalty – (Expulsion)

52. The act of possessing, selling, using, or threatening to use any substance, device or instrument capable of inflicting bodily injury (*i.e., mace, pepper gas, live ammunition, cutting tool, etc.*).

Maximum Penalty – (Expulsion)

V. CONTROLLED SUBSTANCES - DRUGS, ALCOHOL AND TOBACCO:

53. Distributing and/or selling a controlled substance or product represented as a controlled substance.

Maximum Penalty – (Expulsion) – (b)

54. Distributing and/or selling pep pills, inhalants or other chemical agents as described in #57.

Maximum Penalty – (Expulsion) – (b)

55. Distributing or selling of spirit or malt beverages (regardless of alcoholic content) on school grounds or while a student is associated with any school activity whether on or off campus. Malt beverages would include those beverages labeled as "non-alcoholic," including but not limited to: Sharp's, O'Doul's, Kingsbury Malt Beverage and Zing Malt Beverage.

Maximum Penalty – (Expulsion)

56. The inappropriate and/or illegal possession, use or distribution of prescription and/or over-the-counter drugs is prohibited. Prescription medication for personal use shall be allowed only under the supervision of school personnel, with written orders from a physician. State and local ordinances apply to students and employees alike.

Maximum Penalty – (Expulsion) – (a)

57. Using, possessing or being under the influence of pep pills, inhalants (glue, solvents, markers, etc.), or other unauthorized chemical agents, whether or not a prescription substance.
Maximum Penalty – (Expulsion) – (a)
58. Possessing a controlled substance or product represented to be a controlled substance.
Maximum Penalty – (Expulsion) – (a)
59. Possession or consumption of spirit or malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity. Malt beverages would include those beverages labeled as “nonalcoholic,” including but not limited to: Sharp’s, O’Doul’s, Kingsbury Malt Beverage and Zing Malt Beverage.
Maximum Penalty – (Expulsion) – (a)
60. Selling and/or distributing alcoholic beverages, controlled substances (drugs) or drug paraphernalia.
Maximum Penalty – (Expulsion) – (b)
61. Using, under the influence of, or possessing alcoholic beverages, controlled substances (drugs) or drug paraphernalia. *(Also see #57)*
Maximum Penalty – (Expulsion) – (a)
62. Use of Tobacco - the violation of State and school laws on the use, possession, and/or distribution of tobacco products, cigarette lighters/matches, electronic, or other smoking paraphernalia.
Maximum Penalty – (Expulsion)
63. Use of Electronic Cigarettes: Using, possessing, and/or distribution of electronic cigarettes/“e-cigarettes”, vaporizers/“vapes” or “vape pens”, or any device fashioned to inhale any substance into the lungs, any oil or liquid used by above listed devices, and any other related paraphernalia. These items are considered contraband by the school district, and as such are subject to confiscation. Confiscated items shall be claimed only by parents/guardians from the school office within 30 calendar days. Unclaimed items will be discarded at no expense to the school district. This prohibition shall not include any prescription medication prescribed to that person for medical reasons with written orders by a physician.
Maximum Penalty – (Expulsion)

EXPLANATIONS

(a) First offense as described in #56, #57, #58, #59, and #61 will result in a ten (10) day off-campus suspension. A referral shall be made to an intake assessment agency as a condition of returning to school. Second offense will result in a recommendation for expulsion. The limit of two such infractions applies to a student's career while enrolled in Grand Blanc Community Schools.

(b) Offenses will result in a recommendation for expulsion (#43, #53, #54, and #60.)

(c) Permanent expulsion is mandatory under the [Revised School Code](#) (#17, #30, #41, and #45) after consideration of the 7 Discretionary Factors and/or mitigating factors for possession of a weapon.

(d) Expulsion of up to 180 school days for any student in grade 6 or above (#29 and #44). Based on PA 102, 103 and 104, if any of the following occur during a physical assault, the incident will be reported to the police and the 7 Discretionary Factors and/or mitigating factors for possession of a weapon will be considered:

- the victim alleges injury
- the victim is a member of the school staff
- there is injury to the victim and/or suspect, which requires medical attention
- the suspect used a weapon during the physical assault

(e) Expulsion - for students in grades 1-5 (#30) after consideration of the 7 Discretionary Factors and/or mitigating factors for possession of a weapon.

(f) Permanent expulsion - for any student in grades 6 or above after consideration of the 7 Discretionary Factors and/or mitigating factors for possession of a weapon. Parents/guardians may petition for reinstatement after 150 days but the student may not be reinstated until after 180 days following the expulsion.

NOTE: The preceding descriptive statements or designations identify the maximum days of suspension or expulsion for offenses listed. Students committing any offense that constitutes a violation of school rules and results in damage, theft, loss or destruction of school property, subject themselves to disciplinary action, financial charge for recovery of loss, and/or legal action.

BUS DISCIPLINE

Students who ride school buses to and/or from school or other school related activities are subject to the provisions of the *Student Rights and Responsibilities Handbook*. Appendix A provides guidelines for the behavior expected of students who ride buses.

Buses are equipped with video cameras to deter vandalism and disruptive behavior. Students who violate the transportation rules and regulations will be subject to the following disciplinary procedures:

FIRST OFFENSE of the school year: will result in the following actions being taken by the Bus Driver: **Depending on severity, may be advanced to third offense.*

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Letter to parent/guardian
4. Copy of letter sent to building Administrator

SECOND OFFENSE of the school year (and beyond): will result in the following actions being taken by the Bus Driver or Transportation Supervisor: **Depending on severity, may be advanced to third offense.*

1. Conference with the student
2. Telephone or personal conference with parent/guardian
3. Bus Conduct Report filled out and a copy sent to the parent/guardian and a copy given to the building Administrator in a timely manner.

THIRD OFFENSE of the school year (and beyond): will result in one or more of the following actions being taken by the building Administrator:

1. A conference between the Bus Driver and student as well as a conference with the Administrator and student
2. A telephone call or personal conference with parent/guardian. A letter of understanding also will be sent to identify possible consequences of further violations.
3. Detention
4. Loss of up to ten (10) days suspension of bus riding privileges
5. In-school Suspension
6. Suspension from school

7. Recommendation for loss of transportation privileges beyond ten (10) days
8. Recommendation for expulsion from school

While most discipline measures are progressive, building Administrators may determine some infractions as more severe and will forgo progression and treat it as a third offense based on the following factors:

1. Behavior of any kind which serves to distract the Bus Driver and thereby threatens the safety of the bus occupants. Such actions as throwing of objects, screaming or others listed below may result in immediate disciplinary action.
2. Threatening the Bus Driver
3. Severe group rowdiness and/or fighting
4. Arson
5. Battery (physical violence to persons)
6. Sexual Harassment
7. Fighting
8. Possession of firearms, fireworks, explosives, other weapons
9. Rioting or promoting unauthorized demonstrations
10. Gross disrespect
11. Sale, distribution, use, or possession of alcoholic beverages, drugs, tobacco products or vape/electronic cigarette devices
12. Theft, burglary or robbery
13. Vandalism

Assault or physical violence to a driver will result in loss of riding privileges for the remainder of school year as well as discipline as set forth in #30 of “Maximum Penalties for Infractions” Section above.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board believes that such monitoring will help deter misconduct and help ensure the safety of students and staff. Students found to be in violation of the district’s bus conduct rules will be subject to discipline in accordance with district policy and regulations.

Parents/guardians, students (18 or over), and staff who wish to view bus videos in response to disciplinary action taken against a student or against the adult or staff member, or in response to a security concern,

may request such access under the procedures set forth in this section:

1. Request for viewing can only be made with the intent to observe a specific problem or situation and work toward solution/disposition.
2. Request for viewing video will be limited to the appropriate or affected staff member, Administrator, Board of Education member, parent/guardian or eligible student (18 years of age or otherwise eligible by law), or others deemed appropriate by the Director of transportation/building Administrator/ Superintendent or designee.
3. Notification to the Transportation Department to view a video must be made within 1 or 2 days of the date of recording or disciplinary action.
4. Prior to approving a viewing conference, written request must be submitted outlining the specifics for the viewing request.
5. Only the portion of the video concerning the specific incident will be made available for viewing.
6. Approval/denial for viewing will be made in writing within (3) school days of receipt of the written request and so communicated to the requesting individual.
7. Bus video will be made available for viewing within **(7)** school days of receipt of approval of the request.
8. The appropriate school Administrator will hold a parent/guardian, student (18 or over), or employee conference to view the video. No video may be copied by the parent/guardian or student (18 or over) or removed from school property.

Under circumstances where the video constitutes an education record, parents, guardians, or eligible students will be able to request and view the video in accordance with applicable law and District policy.

APPENDIX A

SCHOOL BUS RULES & REGULATIONS

1. Only students eligible for transportation will be permitted to ride the buses. Each eligible student will be assigned to use one specific bus and bus stop and will not be permitted to use any other without permission from the Transportation Department.
2. Exception to assigned buses: Passes are for an emergency only and allowable only if seats are available. By State Law, buses are limited as to the number of allowable passengers; and it is possible drivers may not be able to honor a pass. A parent/guardian of a student needing a bus pass must contact the Transportation Department (591-8965) and the student's school office in advance.
3. Riding the bus is a privilege and students riding buses must obey all rules and regulations.
4. The driver is in charge of the bus and students will render them the same respect and courtesy given a Teacher. The driver may assign seats if deemed necessary.
5. While waiting for the bus:
 - a. Get to your bus stop five (5) minutes early.
 - b. Stay back from the edge of the road.
 - c. Stand quietly - respect other people's property.
 - d. Do not push.
 - e. Do not throw objects.
 - f. Stragglers will be left behind as the driver has a schedule to maintain.
 - g. Wait until the bus comes to a stop before attempting to get on.
6. When boarding or leaving the bus:
 - a. Step on and off quickly and quietly.
 - b. No pushing or shoving.
 - c. Watch your step.
 - d. Cross properly in front of the bus only.
 - e. Stop before you cross the open road area and look at the driver.
 - f. Beware of passing cars.
7. While on the bus:
 - a. Do not do anything which distracts the driver's attention.
 - b. Remain seated until the bus stops.
 - c. Keep feet and articles out of the aisles.
 - d. Never throw objects.

- e. Keep head and arms inside the bus.
 - f. Help keep the bus clean.
 - g. Be quiet when crossing railroad tracks.
 - h. Do not shout, whistle or gesture from the bus windows.
 - i. Eating or drinking on the bus is not permitted.
 - j. Students must sit three (3) in an individual seat when necessary and move over to make room for others.
 - k. Sale, distribution, use or possession of alcoholic beverages, drugs, tobacco products or vape/electronic cigarette devices is not permitted.
 - l. The rear door must never be opened except in case of an emergency.
 - m. Glass containers are not allowed.
 - n. Electronic devices such as, but not limited to, cell phones, audio/video players, tablets or other electronic paraphernalia are not to be used/played or operated on the school bus in a manner that is deemed disruptive to the Bus Driver.
 - o. Skateboards, in-line skates, snowboards, skis, and hockey sticks are not allowed on the bus.
 - p. Students may not bring animals or reptiles on the bus **except as required by law.**
8. In case of an emergency:
- a. Remain calm
 - b. Listen for the driver's instructions
 - c. Exit promptly.
9. Spectator bus policies:
- a. A student must return on the spectator bus unless the parent/guardian contacts the Administrator personally and obtains permission for alternate transportation.
 - b. Spectator buses are for Grand Blanc Community Schools' students and school personnel only.
10. Students who deface the bus in any way are responsible for the damage and will be prohibited from riding the bus until arrangements have been made to pay for such damage.
11. Students failing to follow the above rules and regulations will be subject to Transportation disciplinary procedures. Disregard for the rules and regulations may result in losing the privilege of riding the bus.

APPENDIX B

Grand Blanc High School ATHLETIC HANDBOOK

This handbook contains the Grand Blanc High School Athletic Discipline Code and general rules that apply to athletes, in addition to those set forth in the Student Rights and Responsibilities Handbook adopted by the Board of Education. The material has been prepared for the use of our student athletes and their parents/guardians.

In order to participate in interscholastic athletics and club sports at Grand Blanc High School, athletes and their parent(s)/guardian(s) are required to read the information contained in this document, and sign the cover sheet. These signatures will serve as your agreement to abide by the school district's standards, rules and regulations. Athletes and their parents/guardians also will be required to sign an additional form which authorizes testing of the student athlete for alcohol and drugs under the conditions specified elsewhere in this Athletic Handbook. The undersigned parent/guardian and student understand that any information dealing with the arrest, detention or investigation of said student in regard to any criminal matter will be communicated to appropriate school officials.

Athlete Name:

Athlete Signature:

Date:

Athlete's Parent/Guardian Name:

Athlete's Parent/Guardian Signature:

Date:

Before You Participate:

1. Are you academically eligible?
Student athletes must meet specific academic requirements to be eligible to participate in athletics in the Grand Blanc Community Schools.
 - A. A student must have at least a 1.85 grade point average for the previous 5 week period to try out for an athletic team and be eligible for athletic competition. When the winter or spring sports start date falls between the end of a marking period and the date that grades are finalized, an athlete's current marking period GPA on the date tryouts begin will be used to determine eligibility.
 - B. Student athletes must have passed at least four (4) classes the previous semester and must be passing four classes during the current semester (MHSAA requirement).
 - C. Online Courses: A student taking online courses must have all of the following at the end of the 5 week period:
 1. Passing grade in 4 of the 6 classes enrolled,
 2. Completed 50% or more of the course in 4 of the 6 classes,
 3. Attained a 1.85 GPA

A student that fails to maintain a 1.85 grade point average loses eligibility to participate in athletics until the student's grade point average is brought up to a 1.85. Those athletes who do not meet eligibility criteria must continue weekly eligibility checks and meet the above standards to compete each week. Weekly eligibility checks will end for those athletes the next formal grading check if their cumulative grade point average is 1.85 or above. Eligibility weeks run Monday through Sunday.

A student who does not attain 1.85 grade point average (GPA) at the end of the 4th marking period, can become eligible for the first marking period of the following school year by completing a preapproved online course(s) or attending Summer School, meeting MHSAA requirements, and improving their GPA for the 4th marking period to at least a 1.85 grade point average.

A student may meet the standard by successfully completing a class(es) selected with the prior approval of the building Principal. Class(es) must be taken from an Accredited Summer School Program. Any questions about a class or Summer School

Program must be referred to the Counselor and building Principal prior to the student enrolling in the class or Summer School.

2. Do you have recorded violations of the “Athletic Discipline Code” which would result in losing the privilege of participation?
3. Are you a transfer student? (Records must be updated before eligibility can be granted.)
4. Do you have a current physical exam form on file in the athletic office? The exam must have taken place on or after April 15 of the previous school year.
5. Do you have medical insurance for your student? Parents/guardians need to understand that Grand Blanc Community Schools does not provide medical insurance to student athletes. Parents/guardians are responsible for all medical bills related to any injury from athletic participation.

Before investing time, energy and money, it is your responsibility to make sure that there are satisfactory answers to these questions. If in doubt, check with the athletic office. Items 1-5 will be verified by athletic office staff before eligibility will be granted.

Attendance Requirements:

1. Athletes must be in school on the day of event unless participating in a school-approved function. If the athlete is tardy due to illness, they should attend at least three classes to be able to dress for an activity. Athletes must finish the school day before being allowed to dress for an activity. Any other absence on the day of a contest must be approved by the Athletic Director or Principal before the athlete will be permitted to participate in an athletic contest.
2. If an athlete is absent or late the day following a contest, the athlete will report to the coach before participating in practice or contests.
3. Refer to the “Attendance” section of this handbook for complete details of the School Attendance Policy.

Athletes Not Completing Season with a Team:

1. An athlete who chooses not to complete the season, subsequent to the normal “tryout period,” may not join another team during that same sport season.

2. If an athlete leaves the team due to injury or illness on a physician's recommendation and later is certified as capable to participate in athletics, such athlete may rejoin the team, or if mutually agreed upon by coaches involved, join any other team.
3. If the season for an athlete is terminated due to disciplinary action, the athlete may rejoin the athletic program as specified by the Athletic Discipline Code.
4. Special circumstances not included in the above items must be cleared through the Athletic Director.

Athletic Practice and Vacations:

It must be understood that practice for athletic teams is tightly controlled by beginning and ending dates for seasons, by schedules, and by the need for proper physical conditioning.

If a student cannot attend early practice sessions or must miss part of a season due to vacations, the student must realize that the chance of playing or making the team is greatly reduced. Practice sessions and game/meet schedules cannot be arranged around vacations for individuals. Maintaining proper physical conditioning dictates the need to practice during the various vacations that occur throughout the year. Communication between coach, parent/guardian and athlete is strongly recommended in all cases where a missed practice is anticipated. Coaches will cover the schedule for practice and games/meets at the beginning of a season to avoid misunderstanding. Special permission can be given to miss practice if the coach feels the athlete can maintain physical condition.

Transportation to Athletic Events:

When transportation is provided by the school district, athletes are required to ride on this transportation to and from these scheduled practices/events held away from Grand Blanc Community Schools. Exceptions to this policy may be made for sufficient reason if prior arrangement is made in writing through the office of the Athletic Director. Coaches may waive the policy only for valid emergency reasons which arise at a time when the Athletic Director is not available. When transportation is not provided by the school district, the following should be considered regarding private transportation. The Grand Blanc Community Schools does not accept financial liability or responsibility for volunteer drivers transporting athletes to practices/events. Parents/guardians need to assess the risks and benefits of their student driving either themselves/other athletes, or riding with a volunteer driver. Grand Blanc Community Schools does not screen these private driving arrangements. The driver's insurance is to provide coverage in case of an accident.

Dual Participation During the Same Season:

In recognition of the fact that dual participation during the same season may cause a hardship on the athlete, coaches and/or teammates in either sport, permission to dually participate must be obtained from the Athletic Director. After a thorough investigation of the circumstances, such permission may or may not be granted.

Student Responsibility for Athletic Equipment:

1. Every student is held responsible for all athletic department clothing and equipment issued to them. Any athletic department clothing or equipment that is lost, stolen, or damaged beyond normal wear and tear, must be paid by the student.
2. No student-athlete will be permitted to participate on any athletic team until all previous athletic debts have been paid.
3. The student has the right to appeal to the middle school or high school Athletic Director any fine issued for just cause (i.e., stolen equipment, parents/guardians' inability to reimburse the district due to extenuating circumstances, etc.) The decision of the Athletic Director can be appealed to the building Administrator.

ATHLETIC DISCIPLINE CODE PHILOSOPHY

The athletic department is dedicated to interscholastic athletics as a vital component of Grand Blanc High School education. Athletics will be a positive learning experience for our student athletes if they can recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team is both an honor and a privilege and, as such, carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Grand Blanc High School and its teams, athletes have the obligation to represent themselves in an exemplary manner.

We would have our athletes recognized for the good which they accomplish and made aware of the results of their actions which would be detrimental to themselves or those they represent. They must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unsportsmanlike behavior and the use or possession of controlled substance or tobacco, by any Grand Blanc High School athlete at any time cannot and will not be tolerated. This written policy will be administered fairly but strictly.

I. **Civil or Criminal Law Violations:**

The Athletic Director* will make disciplinary decisions with regard to athletic participation in all cases of civil or criminal law violations involving other persons (*stealing, vandalism, assault, etc.*)

Non-victim violations of civil or criminal law, except the use of tobacco, alcohol, and abuse of drugs will be handled by the Athletic Director only if flagrant and repeated enough to be a community problem.

The Athletic Director will accept, when possible, the recommendation of court officials in handling civil or criminal law violations. The suspension options open to the Athletic Director are a twenty (20) calendar day suspension, a one-year suspension, or a permanent suspension from athletic participation. **Athletes will be held accountable for their presence on social media and/or any group team message platform. Athletes may be subject to investigation, suspension, and removal from team if violating policies of inappropriate use of these platforms.** However, the Athletic Director may make special restrictions as dictated by specific cases.

(NOTE: Sections II, III, IV, and V deal specifically with alcohol, tobacco and drugs.

**At the middle schools, an Assistant Principal is designated as the Athletic Director.)*

II. **Using, under the influence of, or possessing alcoholic beverages, tobacco products, electronic cigarettes/"e-cigarettes", vaporizers/"vapes" or "vape pens", controlled substance (drugs) or drug paraphernalia related to police and/or court action - off campus non-school sponsored activity.**

Abuse of controlled substances (i.e., hallucinogens, amphetamines, alcohol, barbiturates or narcotics) by an athlete will be acted upon by the Athletic Director in conjunction with a court office. (*See III for the discipline action to be taken.*)

III. **Using, under the influence of, or possessing alcoholic beverages, tobacco products, electronic cigarettes/"e-cigarettes", vaporizers/"vapes" or "vape pens", controlled substance (drugs) or drug paraphernalia not related to police and/or court action - off campus non-school sponsored activity.**

FIRST OFFENSE: Inability to participate in 25% (rounded to the nearest whole number) of the contests for that sport's season. For example: If the student/athlete is on the Varsity Basketball team, they are ineligible for 5 games. (Number of games ineligible based on the fact there is a 20 game regular season

schedule. Also, if there are less than 5 games left to be played, the remaining number of games ineligible extends into their next sport season. If a student chooses to undergo a chemical assessment through a licensed agency, the penalty will be reduced from 25% of the season to 10% of the season.

The suspension takes effect immediately, if in season. The athlete must complete the season/seasons in order to fulfill the suspension obligation. If the athlete does not complete the season or sport, the conditions of the suspension will not be met.

The suspension takes place with the first contracted contest. If the offense occurs during the school year or summer months when an athlete is not participating or trying out for an athletic team, a 25% suspension from scheduled athletic contests will occur in the athlete's next sports season. The suspension will begin with the first contracted contest.

If a student does not try out for an athletic team within a calendar year from the date of the offense, the 25% suspension will be waived.

It should be noted to athletes that the *Student Rights & Responsibilities Handbook* governs offenses of student athletes at school-sponsored activities, either on or off campus.

IV. SECOND, THIRD AND SUBSEQUENT VIOLATIONS of the Athletic Discipline Code by an Athlete During Their Athletic Career:

SECOND OFFENSE: Ineligibility to participate in 50% (rounded to the nearest whole number) of the contests for that sport's season. If the end of the season ends prior to the completion of the ineligibility, it will extend into their next season. Forfeiture of all school athletic awards for that sport.

THIRD OFFENSE: Termination of participation in the Grand Blanc High School athletic program for the remainder of the student's high school career and forfeiture of all school athletic awards for that sport.

V. Voluntary Referrals:

Coaches will inform athletes that disclosing information about oneself or a peer can be very helpful. If someone needs help, it is important and safe to seek help. There are two types of voluntary referrals:

Type I - Concern About Another Person

Type II - Self Referral

An athlete is encouraged to make a voluntary referral by contacting a coach in person, by phone, or in writing. The help begins with the referral being forwarded to qualified helping personnel.

The important message is that it is not okay to use tobacco and/or controlled substances. Team captains should take an active role in supporting chemical-free alternatives and insisting on a team norm of non-use. In both types of voluntary referrals, the coach will attempt to get the student help.

VI. Other Infractions:

No athletic code can cover in writing all violations that could result in disciplinary action on the part of the coach or Athletic Director. Repeated or severe cases of classroom problems can result in athletic discipline, even to the extreme of suspension or removal from an athletic team. Our athletes are expected to conduct themselves as ladies and gentlemen at all times. All squad members must abide by any additional rules or regulations as set forth by the coach. It is recommended that all coaches provide a written copy of these rules to each team member. Coaches have the right to discipline team members for violation of team rules. Long suspensions from athletic play or team dismissal should be discussed with the Athletic Director and the athlete's parents/guardians. While the coach may recommend permanent dismissal from the team, the suspending official is the Athletic Director.

VII. Suspension Procedures:

All athletic suspensions for drinking, smoking and/or non-police or court related drug abuse will be acted upon by the Athletic Director. Details of the suspension will be shared with the parents/ guardians of the athlete, coach and athlete. Student athletes will not be permitted to participate in athletic contests or practices the day or days of a designated suspension. **First time offenders of code of conduct could possibly shorten their suspension from 25% to 10% of their season if they take part in a chemical assessment and/or training. It would be athletic directors discretion if the suspension can be reduced. Athletes are allowed to continue to practice with the team after completing their coursework if academically ineligible or during an athletic suspension.**

VIII. Due Process:

Prior to acting upon a coach's recommendation for a long term athletic suspension or dismissal from athletic competition, the Athletic Director or other Administrator will thoroughly investigate the situation and adhere to the student's right to due process by:

- a. Conducting an informal hearing with the accused, at which time the accused is presented with the exact charges against them and with the supporting evidence.
- b. Accepting information from all persons having knowledge of the situation.
- c. Providing the accused the opportunity to express their side of the problem and provide any exculpatory evidence.

IX. Review of Non-athlete Violators Who Request Permission to Participate in Athletics:

A request by a student, who has a background of violations of the Athletic Discipline Code to participate in athletics, will be reviewed by the Athletic Director. In a personal interview, the student will be notified of the following stipulations:

- a. The student must not be in violation of the athletic rules beginning with the date of the personal interview.
- b. The recommendation of the high school Principal and the student's Counselor must be obtained in writing before the student can begin sports activities.
- c. The student, after trying out and exhibiting abilities proficient enough to meet the team standard for participating, may not compete in contests until the opportunity is given for written recommendations stating that the student in question is no longer engaged in violations of the Athletic Discipline Code.

Recommendations will be received from the following:

1. Each of the student's Teachers
2. The student's parents/guardians
3. An adult of the student's choice

X. Procedure on Recruitment:

When college recruiters come to our school, it is our procedure not to release athletes from class to meet with them when avoidable. When a student needs to be excused during class

time, this must be done with permission from the student-athlete's Teacher(s). Such meetings must be scheduled through the Athletic Director. A college representative may wish to visit with the coach first, but their next contact must be with the Athletic Director if a conference is desired with a particular athlete.

Reputable recruiters will understand and accept this requirement since it is, in fact, the way most high schools operate with regard to recruiting. Our goal is to provide a systematic way for athletes to consider college opportunities athletically and academically.

XI. NCAA Division I & II - Athletic Eligibility:

If you are a student who intends to participate in athletics at a Division I or II school, it is your responsibility to check with your Counselor to see if you are meeting the initial qualifications of core classes and/or ACT or SAT scores as mandated by the NCAA.

DRUG TESTING POLICY FOR ATHLETES

DEFINITIONS:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Drug: Any substance considered illegal by Michigan Statute or which is controlled by the Food and Drug Administration, including, but not necessarily limited to: marijuana, cocaine, opiates, amphetamines, phencyclidine and steroids.

Student Participant: Any high school student participating in Board of Education-approved varsity athletic events sponsored in whole or in part by Grand Blanc Community Schools (the "district").

Collection Site Person: An individual appointed by the district to supervise student participants and testing technicians in conducting the district's Drug and Alcohol Testing Program.

Policy Statement:

The district is conducting a mandatory drug testing program for student participants. The program has been designed to meet a threefold purpose:

- a. To provide for the health and safety of all student participants.
- b. To counter the effects of peer pressure by providing a legitimate reason for student participants to refuse to use illegal drugs and alcohol.
- c. To encourage student participants who inappropriately use illegal drugs and alcohol to participate in treatment programs.

Procedures for Student Participants:

Each student wishing to participate in any athletic program and/or activity and the student's custodial parent/guardian will consent in writing to drug testing pursuant to the district's drug testing or alcohol testing program. Written consent will be in the form attached to this policy as Appendix C, Exhibit A. No student will be allowed to participate in any interscholastic athletic program absent such consent.

Student Selection:

At the option of the district, all student participants may be tested for drug and/or alcohol use at the beginning of the term of their activity. Additionally, during the academic year, random testing will be conducted weekly of all students participating in an athletic program that is being offered during that month. Selection for random testing will be by lottery drawing and 20% of the student participants will be tested in a given month. The Superintendent will take all reasonable steps necessary to assure the integrity, confidentiality, and random nature of the selection process including, but not limited to, assuring that student names are assigned numeric counterparts, developing an algorithm to generate random numbers that correlate to specific percentage of the student participants, and assuring that at least two adults have observed the selection process.

Student participants may also be selected for a "reasonable suspicion" drug or alcohol test if their behavior, physical appearance, speech or body odors provide school officials with specific, contemporaneous, articulable observation of potential drug or alcohol use.

Sample Collection, Integrity and Identity of Specimen:

Samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, he may be tested on the day of the student's return to school.

Each school where athletic activities are conducted will have one or more designated collection sites which have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. An independent medical facility may also be utilized as a collection site.

Collection Site:

A designated collection site may be any suitable location where a specimen can be collected under conditions set forth herein. A designated collection site will be a location having an enclosure within which private urination can occur, a toilet for completion of urination (unless a single-use collector is used with sufficient capacity to contain the void), and a

suitable clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.

Assigned Testing Time:

If the student participant fails to arrive at the assigned time, the collection site person will contact the appropriate Administrator on the action to be taken which may include but may not be limited to treating the failure to arrive at the assigned time as a positive test result.

Security:

The designated collection site must be secure. The portion of the facility used for testing will be secured during drug or alcohol testing. The site must be secured by visual inspection to ensure other persons are not present and undetected access (i.e., through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. The site must be posted against access during the entire collection procedure and to avoid embarrassment to the person being tested or distraction of the collection site person. The specimen presented will remain under the direct control of the collection site person from delivery to its being sealed in the mailer. The mailer will be immediately mailed, maintained in secure storage, or remain under the personal control of the collection site person.

Chain of Custody:

A Custody and Control Form will be developed to accompany all samples from the time of collection to their delivery to the laboratory. This Custody and Control Form will be filled out by the person collecting the sample and all subsequent handlers. Realizing that specimens and documentation are sealed in shipping containers that would indicate any tampering during transit to the laboratory, and that couriers, express carriers, and postal service personnel do not have access to the Custody and Control Forms, there is no requirement that such personnel document chain of custody for shipping containers during transit.

Access to Authorized Personnel Only:

No unauthorized personnel will be permitted in any part of the designated collection site where urine specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the mailing container, or monitor or observe specimen collection under the conditions specified in this section. In order to promote security of specimens, avoid distraction of the collection site person and ensure against any confusion in the identification of specimens, the collection

site person will supervise only one donor at a time. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the alcohol or drug testing Custody and Control Form has been executed, and the donor has departed the site. If the student is unable to void, they will be provided bottled water and is to return to class. They will be given a time to return to the collection site. Failure to provide a proper specimen within a three hour period will be considered a refusal to test and will be treated as a positive test.

Privacy:

Student participants will be allowed individual privacy unless there is a reason to believe that a particular student participant may alter or substitute the specimen to be provided, as further described herein. For purposes of this section, the following circumstances are the exclusive grounds constituting a reason to believe that the student participant may alter or substitute the specimen.

1. The donor has presented a urine specimen that falls outside the normal temperature range (90 - 100 degrees F).
2. The last urine specimen provided by the donor (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatine concentration below .2g/L; or
3. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (i.e., substitute urine in plain view, blue dye in specimen presented, etc.)

Integrity and Identity of the Specimen:

Precautions will be taken to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine Custody and Control Form can identify the student participant from whom the specimen was collected. The following minimum precautions will be taken to ensure that unadulterated specimens are obtained and correctly identified:

1. When a student participant arrives at the collection site, the collection site person will ensure that the student participant is positively identified as the student participant selected for testing (e.g. through presentation of photo identification). If the student participant requests, then the collection site person will show identification to the student participant.

2. The collection site person will instruct the student participant concerning the breathalyzer test and will administer the preliminary breathalyzer test to the student. Many substances, such as mouthwash, can affect breathalyzer test results. In the event of an initial positive result, the student participant will be given a second breathalyzer test following in 15-20 minutes. Since most of such substances dissipate in that time, false positive test results can be avoided. The technician administering the follow up breathalyzer test will report those results only to the building Principal.
3. To deter the dilution of specimens at the collection site, toilet bluing agent will be placed in the toilet tanks whenever possible, so the reservoir of water in the toilet bowl always remain blue. If practicable, there shall be no other source of water in the enclosure where urination occurs. If there is another source of water in the enclosure it will be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.
4. The collection site person will ask the student participant to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the student participant's urine specimen. The collection site person will ensure that all personal belongings such as a purse or book bag shall remain with the outer garments. The student participant may retain their wallet.
5. The student participant will be instructed to wash and dry their hands prior to urination.
6. After washing hands, the student participant will remain in the presence of the collection site person and will not have access to any water fountain, faucet, soap dispenser, cleaning agent or any materials which could be used to adulterate the specimen.
7. The student participant may provide a specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person will provide the student participant with a specimen bottle or collection container, if applicable, for this purpose.
8. The collection site person will note any unusual behavior or appearance on the urine Custody and Control Form.

9. The collection site person will instruct the student participant to provide at least 45 ml. of urine.
10. Immediately after the specimen has been submitted to the collection site person, the student participant will be allowed to wash their hands.
11. Immediately after the specimen has been provided, the collection site person will measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case will exceed 4 minutes.
12. A specimen temperature outside the range of 90-100° F constitutes a reason to believe that the student participant has altered or substituted the specimen. In such cases, the specimen will be poured into a second container to check the accuracy of the temperature strip. If the second container registers a urine temperature outside the range of 90-100° F, a second specimen will be requested from the student participant. If the second specimen is also outside the range of 90-100° F, the test will be considered “positive.”
13. Immediately after the specimen is collected, the collection site person will also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings will be noted on the urine Custody and Control Form.
14. A proper specimen will consist of a minimum of 45ml. All proper specimens suspected of being adulterated will be forwarded to the laboratory for testing along with the observed specimen described in 15 below.
15. Both the student participant being tested and the collection site person will keep the specimen in view at all times prior to its being sealed and labeled.

As provided below, the specimen will be sealed (by placement of a tamper-proof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the student participant.
16. The collection site person, in the presence of the student participant, will place securely on the bottle an identification label which contains the date, the student participant’s

specimen number, and any other identifying information provided.

17. The student participant will initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from the student.
18. The collection site person will enter on the Custody and Control Form all information identifying the specimen. The collection site person will sign the drug testing Custody and Control Form certifying that the collection was accomplished.

Prescription Medication:

Students who are taking prescription medication may provide a copy of the prescription or a doctor's verification in a sealed envelope to school personnel at the time a sample is collected. That envelope will be forwarded unopened to the testing lab with the sample, with instructions for the lab to consider the student's use of such medication to assure the accuracy of the result. Such information provided by the student will not be disclosed to any school official. Students who refuse to provide verification and test positive will be subjected to the actions specified below for "positive test."

Scope of Tests:

The testing lab will be instructed to test for one or more illegal drugs or alcohol. The selection of a 5 panel, 6 panel, 10 panel, plus Ecstasy, with the addition of alcohol, will be made by the Superintendent. In no event will that determination be made after the selection of students for testing. Student participant samples will not be screened for the presence of any substance other than alcohol or an illegal drug, or for the existence of any physical condition other than alcohol or drug use.

Limited Access to Results:

The testing lab will be authorized to report results only to the building Principal or to such person as the building Principal may designate in the event the building Principal is absent.

Procedures in the Event of a Positive Result:

1. Whenever, after the medical review process, a student participant's test indicates the presence of alcohol or illegal drugs ("positive test"), the following will occur:
2. The student/parent/guardian will be advised by the medical review officer that the split specimen sample may be tested. The split sample will be forwarded to another certified lab for testing. If the split sample fails to reconfirm the presence of the drug indicated, it will be reported as a negative test.

3. If the second sample tests negative, the student will be notified and no further action will be taken. If the second sample tests positive, a custodial parent or legal guardian will be notified and a meeting will be scheduled with the building Principal, the student, and the custodial parent or legal guardian.

First Positive Test Result:

For the first positive result, the student participant will be given the option of participation in an alcohol or drug assistance program and submission to weekly drug and/or alcohol testing for six weeks or ceasing to participate in an athletic activity covered by the drug-testing policy for the remainder of the year.

Second Positive Test Result:

For the second positive result in any two consecutive calendar years, the student participant will be barred from participation in any athletic activity covered by the drug-testing policy for the remainder of the year.

Third Positive Test Result:

For the third positive result in any two consecutive calendar years, the student participant will be barred from participation in any athletic activities for the next succeeding two calendar years.

Due Process:

Prior to acting on a coach's recommendation for a long term (over 10 days) suspension or dismissal from participating in athletic competition, the administration will accord the student the rights of due process specifically provided in the Athletic Discipline Code.

Non-Punitive Nature of Policy:

No student participant will be penalized academically for testing positive for alcohol or illegal drugs. The results of alcohol or drug tests pursuant to this policy will not be documented in any student's academic records unless so required under the law. Information regarding the results of alcohol or drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by the order of a court of competent jurisdiction, by subpoena, or unless required to do so under State or Federal Law. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at the district's earliest opportunity.

Grand Blanc Athletic Training Protocols

It is important to inform you of our policies in order for us to be in good communication with athletic training staff and parents/guardians regarding the treatment and well-being of our student-athletes. This will assist getting our students back on the playing field as soon as possible.

Reporting Injuries

It is very important that injuries get reported to our athletic training staff **ASAP**. The resources available in the athletic training room are designed to give our student athletes **the highest quality of care**. In addition to being evaluated by our athletic trainers, we have contacts with many orthopedics surgeons, sports medicine specialists, and family medicine physicians in the area in which our athletic trainers are able to expedite student care.

Returning an Athlete to Play

Concerning injuries and illnesses to an athlete, any time an athlete seeks care from a physician for an athletic injury or illness, that **athlete may not return to play until we have a signed release from the physician allowing the athlete to participate. Parent notes are not accepted.** That athlete then must be deemed fit to return to participation and complete a Return To Play (RTP). For concussions this means the athlete must be symptom free, have a signed MHSAA concussion form, and complete the Return To Play protocol; this is imperative for concussions.

Athletic Training Room Hours

Certified Athletic Trainers (ATCs) will arrive in the athletic training room by 2:30 pm. Please encourage your athletes to come directly to the athletic training room before practice if they need assistance. Athletic trainers will be present during practice times, until 5:30 pm, and at all home events (unless a conflict with Varsity Football or Hockey). Updated clinic hours will be posted outside the athletic training room if anyone needs to locate on duty athletic trainer.

Athletic Training Room Contact Information

Please do not hesitate to contact our head athletic trainer if you have questions or concerns. Cell phone is the best way to contact them. If one cannot answer, please leave a message and they will return your call ASAP. Texting is another means of communication that they are more than happy to answer for a quick question.

I've read the above and give consent for the Grand Blanc Athletic Training staff to provide sports medicine care for my athlete in the event of an injury and will abide by Grand Blanc Athletic Training injury protocols.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

(This form is available in the school office.)

DRUG TESTING AUTHORIZATION FORM

I understand that my performance as a participant in athletics and the reputation of my high school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Grand Blanc Community Schools' Board of Education and the coaches for the team of which I wish to be a member.

I also authorize Grand Blanc Community Schools to conduct a breathalyzer test and/or a urine test using a urine specimen which I provide for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Grand Blanc Community Schools per the Drug Testing Policy, and to the parents and/or guardians of the student.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

(This form is available in the school office.)

APPENDIX C

MIDDLE SCHOOL & HIGH SCHOOL FAMILY VACATION REQUEST FORM

Dear Parent/Guardian:

_____, _____, has
STUDENT NAME STUDENT NUMBER
requested an EXCUSED ABSENCE from _____ through _____
START DATE END DATE

for a family vacation. After you have reviewed the following Teacher comments, please sign the form. It must be returned to the attendance office prior to the beginning of the vacation. If you desire that your student be assigned work by Teacher(s) during this vacation period, you must make this request five (5) school days in advance of the absence. If work is requested prior to a vacation, work should be made up within the following timeline: One school day grace period for each day absent up to a maximum of five (5) school days. It is to be acknowledged that absences beyond five (5) school days will be difficult to make up and may severely compromise the student's academic progress. Upon returning to school, it is the student's responsibility to make arrangements with the Teacher(s) for making and submitting makeup work.

STUDENT PROGRESS REPORT

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

Subject: _____ Teacher: _____

Grade to Date: _____ Absences to Date: _____ Comment: _____

APPENDIX C (CONTINUED)

STATEMENT OF ACCEPTANCE

I understand the conditions listed on the Family Vacation Request Form. I agree to take full responsibility for the work missed with the understanding that grades may be affected if work is not made up in a reasonable time. I further agree that my student will be expected to assume responsibility for requesting any work. Time off will count toward total absences.

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Not recommended based on attendance or academic status.

Principal/Assistant Principal/Designee Initial: _____

(This form is available in the school office.)

APPENDIX C-1

ELEMENTARY SCHOOL FAMILY VACATION REQUEST FORM

Dear Parent/Guardian:

_____, _____
STUDENT NAME STUDENT NUMBER

has requested an EXCUSED ABSENCE from _____ through _____
START DATE

_____. This is a total of _____ school days.
END DATE

It is acknowledged that absences beyond five (5) school days may be difficult to make up and can severely compromise a student's academic progress. It should be understood that assigning work is not always appropriate prior to instruction. If work is requested prior to a vacation, work should be made up within the following timeline: One school day grace period for each day absent up to a maximum of five (5) days. If work was not assigned before the vacation, upon return to school, it is the student's responsibility to make arrangements with the Teacher(s) for obtaining and submitting makeup work.

- My student is at or above grade level in reading and math according to the last report card.
- My student is not at grade level in reading or math according to the last report card.

Total absences to date _____

STATEMENT OF ACCEPTANCE

I understand the conditions listed above. I also understand the district's elementary attendance policy [Students accumulating thirty (30) absences, excused or unexcused, will attend summer school or be retained.] I agree to take full responsibility for the work missed.

Parent/Guardian Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____

- Not recommended based on attendance or academic status.

(This form is available in the school office.)

APPENDIX D

RIGHT TO PUBLISH

Distribution of School-Sponsored and Non-School Sponsored Student Publications on School Property

I. School-Sponsored Publications:

The district will exercise editorial control over the content and style of school-sponsored or classroom produced publications, theatrical productions and other expressive activities reasonably related to legitimate educational concerns.

School-sponsored publications include those publications and newspapers created and developed as part of the educational curriculum or classroom activity. All publications produced as part of an academic class must have approval of the classroom Teacher or sponsor prior to publication and distribution. Additionally, each issue must be reviewed by the Principal prior to publication.

While school sponsored publications will not restrict free expression or diverse viewpoints within the rules of responsible journalism, the administration will have the final decision regarding the appropriateness of any publication.

II. Non-School Sponsored Student Publications:

Students of Grand Blanc Community Schools may distribute non-school sponsored student publications or unofficial publications on school property during school hours in areas designated by the building Principal unless the publications contain expression which:

1. Is libelous;
2. Is obscene for minors;
3. Constitutes fighting words, the very expression of which injures or harasses other people or tends to incite immediate breach of the peace (i.e., threats of violence, defamation of character of a person's race, religion, ethnic origin, or other distinguishing characteristics that are deeply offensive and are likely to cause an imminent response by the hearer);
4. Advertises drug paraphernalia, controlled substances, or any product or service not permitted to minors by law;

5. Is pervasively indecent or vulgar (for secondary schools); or contains any indecent or vulgar language (for elementary schools);
6. Presents a clear and present likelihood that, either because of the content or manner of distribution, the publications will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

III. Time, Place and Manner of Distribution:

The distribution of written material shall be limited to a reasonable, time, place and manner as follows: distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways; which prevents or prohibits a student from arriving at class at the scheduled time; which is coercive of any other person's right to accept or reject any publication; or which causes substantial and material interference with "normal school activities" shall not be permitted.

IV. Procedures:

A student wishing to distribute or display non-school sponsored written materials must first present for approval a copy of the materials to one of the following: Principal, Assistant Principal or the Principal's secretary. These materials must be submitted directly to one of the above persons; leaving a copy of the materials on an Administrator's desk does not constitute submission for approval. In addition, the student making the request will complete and sign a request providing the following information:

1. Name, student number, and telephone number of the person submitting the request;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed; and
4. The grade(s) of students to whom the display or distribution is intended.

A copy of the materials to be distributed or displayed, together with the completed request form, must be provided to one of the persons listed above one school day (24 hours) in advance of the desired distribution time.

At the time of submission, the student has the right, and is encouraged to, meet personally with the Principal so that the student and Principal may freely exchange views on why the distribution of the student publication may or may not be appropriate. The student or a representative may support the case for distribution with relevant witnesses and/or materials.

In determining whether a student publication is disruptive, the following factors will be considered by school personnel: past experience with similar material; past experience in dealing with and supervising students; current events influencing student attitudes and behavior; any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the publication in question.

The Principal or a representative shall render a decision to approve or disapprove the distribution of the publication in question and notify the student of the decision within one school day of submission. If approval to distribute is not granted, the Principal or a representative shall state the reason(s) to the student in writing.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the office to which the materials were submitted to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response to the request, the material may be distributed in accordance with time, place and manner provision in Section II of this policy.

If the student is dissatisfied with the decision of the Principal or representative, the student may appeal this decision. The appeal from the Principal's decision may be taken by notifying the Superintendent, either orally or in writing, within two (2) school days of the Principal's decision, of the student's desire to appeal to the Superintendent.

The Superintendent shall render a decision to approve or disapprove the distribution of the publication in question and notify the student of the reason(s) in writing within three (3) school days of the student's appeal. If the student

has not received a response from the Superintendent within three (3) days, the student shall contact the Superintendent's office to verify that the lack of response was not due to an inability to locate the student. If the student has made this verification and there is no response by the Superintendent, the material may be distributed in accordance with the time, place and manner provisions of Section II of this Policy.

If the student is dissatisfied with the decision of the Superintendent, the student may appeal this decision to the Board of Education. The appeal from the Superintendent's decision may be taken by notifying the secretary of the Board, either orally or in writing, within two (2) school days of the Superintendent's decision of the student's desire to appeal and the desire for a hearing before the Board of Education.

A hearing date must be established within ten (10) days after receipt of the notice of appeal has been filed with the secretary of the Board, and the Board shall render its decision in writing within three (3) school days of the hearing. At every level of the above process, the person submitting the request shall have the right to present the reasons supported by relevant witnesses and evidence as to why distribution of the written material is appropriate. Moreover, while Grand Blanc Community Schools anticipates that all issues can be resolved satisfactorily for both students and the school district, all students are advised that they have the right to pursue any and all matters through the legal system.

Permission to distribute materials does not imply approval of its contents by either the school district, the administration of the school district, the school Board, or the individual reviewing the material submitted.

V. Definitions of Terms:

- A. "School day" means any day during the regular school year or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays and official school holidays.

- B. "Publication" means any book, magazine, pamphlet, newspaper, yearbook, flier, petition, picture, photograph, drawing, button, badge, insignia or any other written or printed matter. Publication also includes any visual representation of a faculty sponsor.
- C. "Distribution" means circulation or dissemination of the student publication to students at the time and place of normal school activity, or immediately prior to or subsequent to normal school activity, by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication or displaying the material in areas of the school building or property which are generally frequented by students. In dealing with material which is "obscene" or "libelous," the term "distribution" refers to dissemination of one or more copies; in dealing with all other types of material, the term "distribution" refers to a substantial circulation or dissemination of the student publication so as to make the student publication generally available to the students of the school.
- D. "Normal school activity" means organized educational activity of students sponsored by the school and under the direct supervision of a member of the school staff. Normal school activities include, by way of example and not by way of limitation, the following: classroom work; library activities; physical education classes; official assemblies and other similar gatherings; school athletic contests; band concerts; school plays; scheduled in-school lunch periods.
- E. "Minor" means any person under the age of 18 years.
- F. "Obscene to minor" means that an average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; that the publication depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom such distribution is requested, such as conduct describing intimate sexual acts; and that the work taken as a whole lacks serious literary, artistic, educational, political or scientific value for minors.

- G. "Libel" is the false and unprivileged (unprotected by immunity) statement, publication in writing, or printing of pictures, effigies or other fixed representations to the eye which exposes a person to public hatred, contempt, or ridicule which causes that person to be shunned or avoided, has potential to injure the individual in their occupation, harms the individual's reputation or lowers their esteem in the community. When the publication concerns "public officials," (i.e., those who hold government office) or "public figures," (i.e., those who by reason of the notoriety of their achievements, employment, or by reason of the vigor and success with which they seek the public's attention) the defamatory falsehood must be made with "actual malice" (i.e., with knowledge that it was false or with reckless disregard of whether or not it was false) in order to be libelous.
- H. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including for example and not for limitation, school athletic events, plays, concerts, lunch periods), "substantial disruption" means student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity. Material that simulates heated discussion or debate does not constitute the type of disruption prohibited herein.

3. In order for a student publication to be considered disruptive, there must exist specific articulable facts upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial and material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough. School personnel must be able to affirmatively show substantial facts which reasonably support a forecast of likely disruption.

VI. Disciplinary Action:

Distribution of the student publication during the period of initial review by the Principal or a representative; after a negative decision by the Principal or a representative; or during the period of appeal, shall be sufficient grounds for disciplinary action of the student by the Principal in accordance with the procedures set forth in the *Student Rights & Responsibilities Handbook*.

VII. Notice of Policy to Students:

A copy of this Policy will be published in student handbooks and posted conspicuously in school buildings.

VIII. Constitutional Guarantees:

In exercising the right of prior review, school personnel shall be guided by the following guarantees and definitions. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. It is the responsibility of the school and its staff, while establishing the kind of environment which is necessary for an orderly program of classroom learning, to ensure that the right of students to express themselves freely shall not be infringed upon at the same time. Distribution of student publications shall not be prohibited because they contain the expression of unpopular, critical, controversial, tasteless or offensive ideas.

APPENDIX E

SAFE SCHOOLS INCIDENT REPORT

Student's Name:

Grade:

Date:

Reportable Incidents:

- Armed student or hostage
- Weapons on school property
- Drive-by shooting
- Bomb threat
- Explosion
- Sexual assault (Conduct)
- Unauthorized removal of student
- Illegal drug use or overdose
- Drug possession or drug sale
- Larceny (theft)
- Suicide attempt
- Suspected armed student
- Death or homicide
- Physical/verbal assault (fights)
- Bomb threat call checklist
- Arson
- Robbery or extortion
- Vandalism or destruction of property
- Intruders
- Bus incident & accident
- Threat of suicide
- Minor in possession of alcohol or tobacco products

Nature of Incident *(include site of incident):*

Results *(corrective action taken):*

Reported to Police:

Date:

Principal's Signature:

Date:

(This form is available in the school office.)

GRAND BLANC COMMUNITY SCHOOLS

Acceptable Use of Technology Resources

Student Guidelines for K-12

Must be acknowledged in order to use district technology.

Purpose

The purpose of this document is to set forth guidelines for accessing Grand Blanc Community Schools' (the "District's") technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring or intercepting, any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) and messaging/communication systems on the District network, use of personal devices on the District network, or take home devices used on any other network. This guideline governs use of or access to Technology Resources by all District students ("Authorized User") of the Technology Resources.

Acceptable Use of District and Personal Technology Resources

Google Educational Products

As a leader in using technology to increase learning opportunities for our students, the District partners with Google educational products (<https://edu.google.com/workspace-for-education/editions/overview/>). Google is used by thousands of K-12 schools and universities worldwide to make collaboration tools available for students. Examples of such tools include: document creation tools, spreadsheets, presentation and drawing tools, website design, calendars, Google Classroom, Gmail, Google Meet, and other useful collaboration tools. Google collaboration tools make it possible for students to work together virtually on documents, presentations and projects via the web. Google provides online storage space for files and allows students to electronically submit assignments.

The District will provide Google accounts to students in grades K-12. Throughout the year, the District may assign student work which must be completed using one or more collaboration tools. Students will receive instruction from Teachers about the tool(s) at that time. Student use of Google will be treated as an extension of the classroom, subject to the

same rules of respect and courtesy expected in the school environment. Parents are encouraged to talk with their child about online manners and safety. A student has no expectation of privacy in any data created in, sent to or received by any software application of Google. All account data, including but not limited to emails sent or received using a school email account (whether from any home, school or public computer or mobile device) will be subject to content filtering. Similarly, the District reserves the right to inspect and/or remove any data in Google. Students may use Google accounts only for educational purposes. Students are prohibited from using Google to sign up for website services or products, non-educational subscriptions or services, general chatting not related to school, or for movie, game and music storage, etc. Nothing in this guideline is intended to prevent any person from using Google to communicate, but in order to protect the health or safety of all students.

Filtering and Student Safety

The District uses a combination of software tools which help ensure student safety and promote a positive educational environment. First, the Genesee Intermediate School District provides internet filtering services. In addition, the District leverages three third-party filtering and reporting tools: Bark, Go Guardian and Google. Because no filter is foolproof, authorized users should be vigilant as to any inappropriate or harmful content and must immediately report any safety or content concerns to a staff member or Administrator, as appropriate. Additionally, District filtering and monitoring tools may provide flags under certain circumstances related to the health and safety of our students. We have a process in place to notify parents/guardians utilizing Bark parent alerts, our technology staff, Administrators, Counselors and local law enforcement agencies in the event a child's safety is in danger. The District is not able to continue this monitoring during off-school hours; therefore, the District may offer a parent monitoring tool such as Bark or Go Guardian to help parents supervise online activity during off-school hours.

Statement on Use of Internet and Student Devices

Students in K-2 will have classroom access to devices with the ability to bring them home as needed. Students in Grades 3-12 will be issued a Chromebook device that they may bring home every night to charge and keep year-round while enrolled in the District. In many cases, State of Michigan testing, textbooks, and class assignments will be delivered digitally on the devices. For questions on the District's 1:1 take home program (one district assigned device per student), please contact the district's Technology Services Department at 810-591-1699.

Expectations and Care of Chromebook – Care and Maintenance of the Chromebook, Case, Charger, Etc.

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to your school's library (Virtual students please call the technology office at 810-591-1699) as soon as possible. Device repair/replacement options will be determined by the school administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave a device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended technology will be collected and stored in the school's office.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store any technology for any significant length of time.
4. Technology does not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the screen or face of the device. Generally, liquid spills on Chromebooks will ruin the device.
5. School owned technology MUST remain in the provided case at all times.
6. Avoid placing weight on the device or carrying the device by the screen.
7. Never throw or slide any technology.
8. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued device accessories are the responsibility of the student.
9. Be extremely careful when closing the screen or placing the device in a bag not to shut headphones, writing instruments, etc. between the keyboard and screen.
10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is

assigned to an individual and the responsibility for the care of the device rests solely with that individual.

12. Your device is an electronic device and care must be exercised when handling. Never throw a book bag that contains a device. Never place a device in a book bag that contains heavy or sharp objects, food, or liquids.
13. Your device is designed for daily use; therefore, each device must be charged and ready for use each school day. Your device should be charged at home each night.
14. The District-owned device and the case must remain free of stickers, writing, painting, or any other forms of adornment.
15. When leaving enrollment with the district, the district-owned device must be returned to the technology office. Arrangements can be made by calling the technology office at 810-591-1699.

In exchange for the use of the District’s Technology Resources, either at school or away from school, including the use of individually owned devices on the District network at school, the authorized user and undersigned understands and agrees to the following:

- A. The District’s Technology Resources are intended for use only by authorized users. Use of Technology Resources is a privilege that may be revoked by the District at any time and for any reason. Authorized users have no expectation of privacy in the use of District-provided devices, software or District-provided digital or web-based accounts. The District reserves the right to monitor, inspect and control all use of and content received, sent or creating using its resources. The District also reserves the right to remove any component or data from its District-provided software, devices or authorized accounts that the District determines, at its sole discretion, to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or which otherwise violates this guideline or Board Policy.
- B. An authorized user may not use Technology Resources to engage in “Cyberbullying”. Cyberbullying is bullying that takes place using “Electronic Technology”. Electronic Technology includes devices and equipment such as: cell phones, **Chromebooks**, computers, and tablets as well

as communication tools including social media sites, text messages, **Google tools**, chat, and websites. This includes but is not limited to incidents which occur off school site and involve the use of a personal device, but which may create a substantial disruption of the school environment. Examples of Cyberbullying include, but are not limited to mean or threatening text messages or emails, **use of artificial intelligence tools to embarrass, or falsely represent another student or staff member**, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Social media sites can be used for positive activities, like connecting students with friends and family, helping students with school, and for entertainment. But these tools can also be used to hurt other people. Whether done in person or through technology, the effects of bullying are similar. According to www.stopbullying.gov, students who are Cyberbullied are more likely to experience:

- a. depression and anxiety
 - b. increased feelings of sadness and loneliness
 - c. changes in sleep and eating patterns
 - d. loss of interest in activities they used to enjoy
 - e. health complaints
 - f. decreased academic achievement-GPA
 - g. issues with missing, skipping, or dropping out of school
- C. Any confirmed misuse of Technology Resources by an authorized user (or any other student, employee or volunteer) may result in the suspension or revocation of Technology Resources privileges and/or other disciplinary action, up to and including termination or expulsion. "Misuse" includes, but is not necessarily 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
 - (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - (b) 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
(c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

(2.) Accessing or attempting to access material that is inappropriate for minors, including but not limited to material that is unlawful, obscene, pornographic, profane, vulgar, and any other materials deemed inappropriate by the Board of Education.

(3.) Cyberbullying (as defined in paragraph B).

(4.) Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, **messages**, videos, or other visual depictions of yourself or another person.

(5.) Possessing any device which is turned on, and which is capable of recording or transferring an image and/or audio in a locker room, restroom, or other area, which would be considered personal or private.

(6.) Vandalizing Technology Resources, including, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

(7.) Hacking, including, 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 use, duplication, appropriation or dissemination of copyrighted, registered or trademarked material.

(9.) Plagiarizing, including but not limited to the distribution, copying, using, or holding out as your own, material that was written or created by someone else or an artificial intelligence tool. This applies to all work completed for school assignments or academic purposes.

(10.) Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

(11.) Knowingly permitting any individual to use an authorizer's user's password or account, knowingly permitting any individual to gain unauthorized access to

Technology Resources or discovering such authorized access without immediately reporting such activity to the District.

(12.) Using or soliciting the use of or attempting to use or discover the account information or password of, another user.

(13.) Attempting to disable or successfully disabling any security feature, including technology protection measures required by board policy, administrative guidelines and/or applicable law. This includes Internet filtering, Go Guardian Chromebook monitoring, and other attempts to disable device security on school devices including 1:1 take home devices.

(14.) Misusing equipment or altering system software without permissions.

(15.) Engaging in commercial for-profit activities, advertising, or sending mass mailings or spam.

(16.) Engaging in lewd, vulgar or patently offensive speech, speech that might imply the official endorsement of the District, speech that promotes drug use creates or speech that may create a substantial disruption to or material interference with school activities.

(17.) Using Technology Resources to publicly support or oppose a political position or candidate, unless expressly authorized in advance by a Teacher or Administrator as part of a class project or activity. Exception: An authorized user is permitted to contact a public official to express a personal opinion or submit a complaint.

(18.) Using the Technology Resources in any way that otherwise violates any federal, state, or local law or rule, or the district's *Student Rights and Responsibilities Handbook*.

- D. Access to or alteration, deletion or removal of data from a District-provided account, software or hardware by an employee of the Technology Department, done in accordance with this guideline and [Board Policy](#), is permitted and is not considered misuse. Any person who is covered by this guideline and who discovers information created, sent or received by or using Technology Resources, which might violate this guideline (see paragraph C above), must promptly notify a District Administrator, who must ensure the Technology Services Department is notified. If such a person fails to provide such notice or otherwise deletes, alters or forwards the content before being instructed to do

so, the person's access to the Technology Resources may be suspended or revoked and/or the person may be subject to disciplinary action, up to and including expulsion or discharge, as applicable.

- E. The District does not guarantee that any protective measure, system or account, described herein will be completely or continuously effective. The undersigned authorized users agree to refrain from intentionally engaging in any behavior that may violate this guideline. To the extent permitted by law, together with the undersigned's heirs, assigns, successors or legal representatives, the undersigned authorized user agrees to release, hold harmless and indemnify the District, its employees, the Board of Directors and its agents against all claims of liability and any and all claims, causes of action, suits, debts, damages and demands, for any and all known or unknown bodily injury, personal injury, illness, death and/or property damage, which may arise out of the authorized user's unauthorized use or another individual's use (if knowingly permitted by the authorized user) of a District-provided password or account. The authorized user agrees to assume full responsibility for such injuries and/or damages, which have, or which may hereinafter accrue, however caused, whether by negligence, or otherwise, other than intentional or grossly negligent conduct of the District.
- F. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted. The District is not responsible for damage caused by an error or interruption, including but not limited to loss or corruption of data.
- G. The District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or email. In no event shall the District be liable for any damages arising out of use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.
- H. Recording still or video images is prohibited unless specifically authorized by a staff member or, in the case of a non-student's recordation, an Administrator, as part of an instructional program. All such recording shall take place under supervision of the authorizing staff member or

their designee, or an Administrator. Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with this guideline, other applicable Board Policy and applicable laws.

- I. In order for the District to continue to be able to provide students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental permission as outlined below. The District utilizes several **respectable** computer software applications and web-based services, operated not by the District, but by third parties. In order for our students to use these programs and services, certain personal identifying information, generally the student's name and student email address, must be provided to the web site operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. We will never provide pictures or addresses or other more identifiable information to these companies. The law permits the District to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the web site operator. Understanding that our curriculum is significantly technology based, agreeing to the reading of this policy shall constitute permission for providing such information as described above.
- J. It is District practice on occasion to post student images, video, or work on the Internet, including but not limited to our District **social media accounts and website**, to highlight and celebrate student achievement or portray examples of educational experiences, etc. In addition, students may be recorded by the media in photograph or video format for special stories during the year. If you do not give permission for posting of student work or images or outside media access, please obtain the Technology and Media Access Opt-Out Form 4114 from your school office or on the District home page, www.gbcs.org*. You can opt out of one or all the above.

Adopted September 5, 2000; Revised June 17, 2002; September 20, 2004; June 6, 2005; June 19, 2006; July 23, 2007; August 7, 2008; July 1, 2009; June 20, 2011; July 23, 2012; June 5, 2013; Revised April 1, 2014, Revised April 13, 2015, Revised July 1, 2017, Revised July 1, 2019, Revised July 1, 2021, Revised July 1, 2023, Revised July 1, 2025

Grand Blanc Community Schools

“Being a Good Digital Citizen”

I understand that I may often be permitted to use electronic devices and the Internet at school. To use electronic devices or the Internet, I understand that I must follow school rules for computer and Internet use. This will help protect me from breaking the law and from being harmed.

Being a good digital citizen means...

- I will use all electronic devices and accounts (including, but not limited to Chromebooks, computers, Google Educational tools) and Internet for educational purposes only.
- I understand that it is not always necessary to have technology out in class. If my teacher or other school staff asks me not to use technology, I will close my lid, shut off the device, or do whatever is necessary not to use the technology.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access. If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or another school employee right away.
- If someone sends me something electronically (email, chat, app, etc.) that I know is inappropriate, I will tell my teacher or another school employee right away.
- I will not use electronic devices or the Internet to cyberbully or harm anyone. This includes social media platforms and artificial intelligence used outside of school that ends up disrupting the educational process.
- If someone else uses electronic devices or the Internet to cyberbully or harm me, I will tell my teacher or other school employee right away.
- I will not damage electronic devices or cause problems with the computers, Chromebooks, or Internet on purpose.
- I will not use electronic devices to cheat on my schoolwork. This includes using artificial intelligence to do your work for you. Artificial intelligence can be a great tool to assist you with your work, but you must have advanced teacher approval.

- I will not communicate with strangers using my school Chromebook or accounts. You can't always trust who people say they are online.
- I will keep my password secret from all other students and friends.
- I understand that the school can see everything that I do on the computers, electronic devices, or Internet and that this is done in order to keep me safe.
- I understand that the school has filters on the electronic devices and Internet, which means I might not be able to see some information. I will not interfere with those filters and understand they are in place to protect me and comply with federal law.
- I understand that if I break any of these rules, I may be disciplined (including suspension or expulsion), and I may also lose my computer privileges, Chromebook, email, or Internet privileges.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of all electronic devices.

For full details please see the Grand Blanc Community Schools student Acceptable Use of Technology Resources Policy.

Adopted July 1, 2025



APPENDIX F

Media Opt-Out Form 4114

- I. Posting of Student Work or Images District Sites
(No Internal Media)

I **DO NOT** give permission for the below named student's work, photograph, video image, and/or recorded statement(s) to be posted on District web sites, social media pages and/or other electronic media in order to highlight student achievement, portray examples of educational experiences, etc.

- II. Posting of Student Work or Images External Sites & Media
(No External Media)

I **DO NOT** give permission for my student to be photographed or filmed by media outlets or other organizations for use in print, television, film, or Internet publications.

Student's Name: _____

Home Address: _____

Student ID Number: _____

Phone: _____

Student Signature: _____

Date: _____

Parent/Guardian Signature Required For a Student Under the Age of 18:

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

**PLEASE RETURN THIS FORM TO THE BUILDING
SECRETARY BY SEPTEMBER 15TH EACH YEAR.***

**If September 15th falls on the weekend, forms are due the following Monday.*

FORM 4114

Created April 1, 2014, Revised April 13, 2015, Revised July 1, 2017, Revised July 1, 2019, Revised July 1, 2021, Revised May 18, 2025

APPENDIX G

FAIR TREATMENT CONCERN FORM

Name of Person Submitting Concern:

Date Filed:

Mailing Address:

Day Phone:

Evening Phone:

Statement of Concern: *(Please provide documentation supporting your concern.)*

Relief Sought:

Signature:

Date:

Form Received By:

Signature:

Title/Position:

Date:

(This form is available in the school office.)

APPENDIX G.1

FAIR TREATMENT CONCERN FORM

To:

Your concern filed on:

Has been reviewed by :

and a determination has been made as follows:

Signed:

Date:

Per the *Student Rights & Responsibilities Handbook*, this response is:

(please check ✓ appropriate area)

- Step One
- Step Two
- Step Three
- Step Four

Signature of Receipt:

Date:

(This form is available in the school office.)

APPENDIX G.2

FAIR TREATMENT CONCERN FORM

To: _____

I have reviewed the disposition of my concern filed on: _____

and your response on: _____

I would like to appeal your disposition to the next level as noted in the *Student Rights & Responsibilities Handbook*.

Reason for appeal: _____

Signed: _____

Date: _____

Appeal Form Received By:

Signature: _____

Title/Position: _____

Date: _____

(This form is available in the school office.)

APPENDIX H

CHRONIC ILLNESS DOCUMENT

All information must be complete prior to school approval. Annual approval required.

1. TO BE COMPLETED BY PARENT/GUARDIAN	
Student Name:	
Grade:	
Birthdate:	
Parent Name:	
Parent Phone:	
Address:	
Physician Name:	
Physician Phone:	
Release of Information:	Please release appropriate medical information to Grand Blanc Community Schools for the above named student. I authorize school personnel, the Genesee County Health Department, and the doctor listed on this form to share pertinent health information. Parent Signature: _____ Date: _____
2. TO BE COMPLETED BY PHYSICIAN	
Student has been under my medical care since:	
Diagnosis of student's illness/condition:	
Symptoms causing student to be excluded from school:	
Plan of Action for symptoms occurring during school:	
Student could be expected to miss the following range of school days on average due to this condition: <input type="checkbox"/> No absences expected, follow plan of action above. <input type="checkbox"/> 1-2 days per month <input type="checkbox"/> 2-3 days per month <input type="checkbox"/> 3-4 days per month <input type="checkbox"/> 4-5 days per month <input type="checkbox"/> Other (please explain): _____ *If Absences exceed expected range, the school may inform the Dr.	
Expiration Date:	
Physician Signature: _____ Date: _____	
Comments:	
3. TO BE COMPLETED BY SCHOOL ADMINISTRATOR	
Approved	
Not Approved	
Principal Signature: _____ Date: _____	
Comments:	

Grand Blanc Community Schools

Building: _____ Phone: _____ Fax: _____

(This form is available in the school office.)

APPENDIX I

DISCRIMINATION GRIEVANCE PROCEDURE

Section 1:

If any person believes that the school or any of the school's staff have inadequately applied the regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act, or Americans With Disabilities Act, he or she may bring forward a complaint, to the Board appointed Civil Rights Coordinator: Director of Personnel, Administration Building, 11920 S. Saginaw Street, Grand Blanc, MI 48439 (810-591-6001). This complaint procedure is provided for a prompt and equitable resolution of a complaint.

Section II:

Upon request, the district's civil rights coordinator will investigate all complaints in accordance with this procedure. A copy of each of these acts and the discrimination report form may be found in the coordinator's office.

The person who believes he/she have been discriminated against will disclose the complaint and give the completed complaint to the school civil rights coordinator who will in turn investigate the complaint and reply with an answer to the complaint.

Step 1 A written statement of the complaint signed by complainant will be submitted to the school coordinator within ten (10) business days of receipt of answers to the informal complaint. The coordinator will further investigate the matters and reply in writing to the complainant within ten (10) business days.

Step 2 If the complainant wishes to appeal the decision of the civil rights coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within ten (10) business days after the receipt of the coordinator's response. The superintendent will meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the school Board of Education within ten (10) business days of his/her receipt of the superintendent's response in **Step 2**. In an attempt to resolve the complaint, the Board will meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal will be sent to each concerned party within ten (10) business days of this meeting.

The complainant may file a complaint with the Office of Civil Rights in Cleveland at anytime.

APPENDIX J

School Year: _____

PARENT/GUARDIAN PERMISSION TO ADMINISTER/ CARRY OVER-THE-COUNTER MEDICATION

GRADES 9 – 12

Student Name: _____

Grade: _____

Over-the-counter (OTC) medications are drugs that do not require a prescription and are purchased “over-the-counter”. This form is required before over-the-counter medications can be administered and carried by students at school.

Responsible high school students are encouraged to manage their own OTC medication needs in order to minimize time out of class. Parents/guardians should prepare their student for this responsibility. The medication should be transported in the original container with an intact label when possible. The student should use the medication in accordance with the instructions, and medication should not be shared with classmates. Students who misuse this privilege may be subject to disciplinary action per applicable School [Board Policies](#).

PLEASE INITIAL THE MEDICATION FOR WHICH YOU ARE GIVING PERMISSION

_____ I approve all medication listed below

TOPICAL:

- _____ Antibiotic cream (i.e. Bacitracin cream, Polysporin)
- _____ Hydrocortisone cream (i.e. Cortaid)
- _____ Benadryl cream (i.e. Caladryl, Diphenhydramine)
- _____ Sunscreen
- _____ Oral products containing benzocaine (oragel, chloraseptic)
- _____ Tincture of Benzoin, Mastisol (helps tape adhere)
- _____ Burn gels
- _____ Eye drops for dryness

ORAL:

- _____ Ibuprofen (i.e. Advil, Motrin, Nuprin)
- _____ Acetaminophen (i.e. Tylenol)
- _____ Antacid (i.e. Mylanta, Maalox, Tums)
- _____ Cold medications (guaifenesin, pseudoephedrine phenylephrine)
- _____ Antihistamine (i.e. Benadryl, chlorpheniramine, Loratadine)
- _____ Cough syrup (dextromethorphan, plain or medicated cough drops)

THE MEDICATIONS INDICATED ABOVE MAY BE
ADMINISTERED AND CARRIED BY MY STUDENT

(Signature of Parent or Guardian)

(Date)

PLEASE RETURN FORM TO SCHOOL OFFICE

The school is not able to supply medication for frequent or daily use.

MEDICATION HISTORY:

Is your student allergic to any medications? _____ If yes, please list medicine(s) and type of reaction: _____

Does your student take any medication (either over-the-counter or prescription) on a regular basis? _____

If yes, please list: _____

APPENDIX K

ORDINANCE NO. 2502-02

ORDINANCE OF THE CITY OF GRAND BLANC

To control, prohibit and deter fighting on school property amongst students and others and in order to promote the school environment as a safe place for learning, to deter violence, and promote public health, safety and welfare.

The City of Grand Blanc hereby ordains:

_____ SCHOOL FIGHTING.

A) **Definitions:**

- 1) **Fighting.** Personal violence between two or more persons which includes, but is not limited to, punching, grabbing, wrestling, pulling, shoving, slapping, or other unconsented physical contact or threat of physical contact.
- 2) **School Property.** The real property owned or leased by a school, including, but not limited to, property used for a school sponsored event, a bus, school provided transportation, or any location during transfer to and from school or any school sponsored or related event. School property includes property not owned by the school, where a school sponsored event is occurring, including adjacent parking areas or other areas used for travel to the location of the event.
- 3) **School Fighting.** Fighting during school, any event held before school, any event held after school, or any social or sporting event hosted at school.

B) **Prohibited Conduct.**


- 1) No persons shall engage, participate or otherwise be involved in any school fighting or fighting on school property.

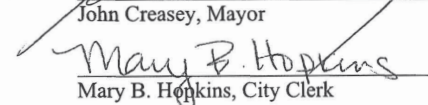
C) **Penalty.** Any person(s) failing to comply with the above section is responsible for a civil infraction, punishable by a fine of not more than Two Hundred Dollars (\$200.00), plus costs and any court ordered remedial requirements. A second offense or subsequent violation shall result in a fine of up to Five Hundred Dollars (\$500.00), plus costs and any court ordered remedial measures. Should the Court order any remedial measures, including but not limited to community service and/or anger management classes, the person(s) ordered to participate in the remedial measures are responsible for any and all costs associated with said remedial measures.

This ordinance shall take effect twenty (20) days after the adoption hereof.

This ordinance was adopted by the City Council at a regular meeting on the 12th day of MARCH, 2025.




John Creasey, Mayor


Mary B. Hopkins, City Clerk

Legacy Wall



Explore the history of Grand Blanc Community Schools through the Legacy Wall digital website, located at Grand Blanc High School, the Grand Blanc Athletic Complex, and accessible from anywhere on your digital device.



<https://gbcbsobcats.touchpros.com/Start>

The Legacy Wall is dedicated in honor of Dr. Gary Lipe, beloved former Superintendent of Grand Blanc Community Schools from 1992 to 2006.



11920 S. Saginaw Rd. • Grand Blanc, MI 48439
810.591.6000 • www.gbcs.org • [@gbcsbobcats](https://twitter.com/gbcsbobcats)