FLUSHING COMMUNITY SCHOOLS

HIGH SCHOOL PARENT/STUDENT HANDBOOK

Revised as of August 11, 2026

Flushing High School
5039 Deland Road
Flushing, MI 48433

Web Site: www.flushingschools.org

Main Office	**(810) 591-3770**
Absence Line	**(810) 591-3781**
Athletic Office	**(810) 591-3776**
Attendance Office	**(810) 591-3780**
Community Education	**(810) 591-2326**
Counseling Office	**(810) 591-3756**
Co-Op Office	**(810) 591-3871**
High School Fax	**(810) 591-0693**

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved by the Flushing Community School Board of Education on August 11, 2026. If you have questions or would like more information about a specific issue or document, contact your school principal.

Dear Students and Parents of Flushing High School:

It is our privilege to serve you as principals of Flushing High School. We, along with the 100 professional and support staff members of Flushing High School, assume responsibility for:

1. Creating a positive learning environment.
2. Respecting the individuality of all students.
3. Assisting students in becoming self-reliant and independent.
4. Establishing a climate of mutual respect and understanding.
5. Enforcing school rules in a fair and consistent manner.
6. Encouraging communication between ourselves and parents.

It is our desire to see that all Flushing High School students be successful in school and in life. With the cooperative efforts of principals, staff, parents, and students, this is possible for each student. This handbook is designed to assist students and parents in becoming familiar with the Flushing High School facilities; services available to students; the ongoing policies, procedures, and student expectations; and the available extracurricular opportunities. You are responsible for knowing its contents.

On behalf of the entire staff, we welcome you to a new school year.

Kevin Foltz	Gina Hodgins	Brian Sheeran	Adam Smith	Shawn Andrews
Principal	Asst. Principal	Asst. Principal	Asst. Principal	Athletic Dir

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SECTION I: SCHOOL SERVICES AND FACILITIES

BOARD OF EDUCATION

The Board of Education is a seven-member elected body, responsible for setting policies which deal with organization, management, and control of the school district. The Board of Education has adopted the following statement of mission:

"Preparing Learners Today for Opportunities Tomorrow"

MISSION STATEMENT

- To provide a caring, safe, and orderly school community that promotes positive citizenship.
- To provide a relevant, meaningful, and engaging educational experience for all students.
- To support individuals in attaining their greatest potential.
- To strive for continuous improvement.

BOARD OF EDUCATION – MEMBERS

Janice Winkiel	President
Kim Strnad	Vice President
Eddie Dolgan	Secretary
Megan LeCureux	Treasurer
Salvatore Ausiello	Trustee
Terry Bate	Trustee
Steve Sheldon	Trustee

ADMINISTRATION - CENTRAL OFFICE

Central Administration is responsible for the direction, coordination, and implementation of school board policies and guidelines established to reach district educational goals. It is the responsibility of the Central Office Administration to provide leadership, both internally and externally, to enhance relations with the community, and to move the district toward its mission.

ADMINISTRATORS - CENTRAL OFFICE

Superintendent of Schools..... Matt Shanafelt
Deputy Superintendent.....Jason Melynchek
Executive Director of Curriculum and Instruction.....Michelle Barrett
Director of Finance.....Jackie Read
Executive Director of Special Services .....Alex Keesling

ALTERNATIVE EDUCATION

Flushing High School students who are seeking an alternative to the traditional school setting should consider enrolling in the Raider Virtual Academy. For more information, parents and students may speak with an FHS school counselor.

ADVANCED PLACEMENT CLASSES

Challenging classes directed toward success on the Advanced Placement Test(s) are offered in: American Government, American History, Biology, Calculus, Chemistry, English Language, English Literature, Human Geography, Physics, Psychology, Statistics, Studio Art, and World History. Letter grades earned in these specific

classes will be multiplied by a factor of 1.1 to determine the numerical value on the student's transcript. Students interested in these classes should meet with their counselor.

ATTENDANCE POLICY

Flushing High School teachers and administrators agree that students learn best when they are in class. Students need to be present at school and in class on time. Attendance has a direct impact on learning outcomes. Students who are frequently absent miss out on key instruction, which can lead to gaps in their knowledge and skills. This can affect their performance in class and in their overall ability to keep up with the curriculum. Additionally, regular attendance helps students develop a sense of responsibility and prepares them for the expectations of the working world.

The following procedure will be used to notify parents of classroom attendance concerns during a semester::

If a student accumulates four absences (excused or unexcused) in one or more classes, a letter will be sent to the parents notifying them of the accumulating absences.

If a student accumulates seven absences (excused or unexcused) in one or more classes, an additional letter is sent to the parents. Parents may be contacted by the student's counselor or a social worker.

If a student accumulates 10 absences (excused or unexcused) in one or more classes, another letter will be sent to parents. Additionally, parents may be contacted by the high school to schedule an attendance mediation meeting with the Genesee County attendance liaison.

When a student reaches 10 absences in any class, the student will be placed on an attendance contract. Parents will be notified in writing. As the student reaches 10 absences in any subsequent classes, the attendance contract will be in effect for all classes in which the total absences reach 10 (Excused and Unexcused only).

Tardy Policy

1. Students are to be in class when the bell rings.
2. Three (3) tardies will result in a written warning by the teacher.
3. Four (4) tardies will result in one day of After School Detention (ASD).
4. Five (5) tardies will result in another After School Detention (ASD).
5. Six (6) tardies will result in one Two-Hour After School Detention (2HR ASD).
6. Seven (7) and subsequent tardies will result in appropriate discipline, which may include additional After School Detention (ASD), Two-Hour After School School Detention (2HR ASD), Out of School Suspension (OSS), Social Probation (including loss of privileges, such as dances or other special events), and/or parent meeting to address the apparent pattern of tardiness.

BUS TRANSPORTATION

Bus transportation is a privilege. The primary concern of the driver is safety and for that reason the driver has complete charge of students on the bus. While being transported students are to abide by bus and school rules. A student wishing to ride a bus other than the one he/she is assigned must provide a note from his/her parent and the parent of the student he/she is riding with and must receive the signed permission of a principal.

CAFETERIA/FOOD SERVICE

The high school utilizes the Meal Magic Family Portal payment system. Each student has a debit account into which payments are deposited. Students enter their ID number to record daily meal purchases. The account balance decreases as students purchase meals. Parents are responsible for maintaining money in the Meal Magic account. This allows parents to pay in advance for meals or a la carte foods. Please note that students may purchase food or drink from the cafeteria only during their assigned lunch time or before school. Breakfast service ends at 7:55 a.m.

Food is to be eaten in designated areas only. Students are allowed to bring sack lunches and food prepared from an outside source, but neither student nor parent is allowed to provide food for other students.

CO-OP

Co-op Education is a program which allows students in the 11th and 12th grade to earn credit toward graduation for a supervised work experience. Co-op students have a regular school schedule and are required to take a course which is related to their job. The related course must be passed 1st Semester to continue in Co-op 2nd semester. Co-op jobs must be related to the career pathway that is chosen in the student's Educational Development Plan (EDP).

COUNSELING SERVICES

Counselors assist students in making important educational, vocational, and social/personal decisions. Counselors also provide college information, scholarship assistance, maintain important school records, arrange for college and military visits, and provide orientation to new students. Students are assigned to a counselor at the beginning of the year based on their last name.

DISPLAY CASES, BULLETIN BOARDS, POSTERS, MONITORS

Before display cases and bulletin boards in the halls may be used, posters placed in the building, slides added to the monitors, and other printed matter distributed, permission must be obtained from a principal.

FIELD TRIPS

Field trips with specific educational value may be made available from time to time. Student involvement is up to the discretion of his/her teacher and may be denied for a variety of reasons including, but not limited to, poor grades, attendance issues, and disciplinary situations. Prior to leaving on a field trip, a student should secure permission from teachers whose classes will be missed. All school rules are in force while students are on a field trip. *The school district, high school, or school sponsoring organization is not responsible for money lost due to the unforeseen cancellation of a field trip.*

GENESEE CAREER INSTITUTE

Juniors and seniors may elect to enroll in a course of study at the Genesee Career Institute as part of their regular school program. There are three sessions per day. Students enrolled in GCI programs must take at least three classes at the high school unless a principal grants an exception. Details about Genesee Career Institute Programs are provided in the spring when students are registering for classes or may be obtained in the Counseling Office. Students must use school provided transportation to get from the high school to the GCI unless they have submitted the appropriate parent permission forms.

HEALTH & MEDICAL INFORMATION

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
C. All medications must be registered with the principal's office.
D. Medication that is brought to the office will be properly secured.
E. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens
Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered in accordance with a written medication administration plan developed by the school principal and updated annually.

MEDICAL INFORMATION
School Nurse - A School Nurse is available in the district and will be consulted as necessary for student health concerns.

Student Profile Report - All information must be submitted on the Student Profile Report provided by the school. The Student Profile Report must be returned to school by the FIRST FRIDAY OF THE SCHOOL YEAR. Please provide the school updates as appropriate during the school year of this important contact and emergency information.

Communicable and Nuisance Diseases - Parents are to contact the school if their child has contracted a communicable or nuisance disease. The school nurse will be consulted as needed.

Disease Readmission Guidelines - School reentry guidelines are based on the recommendations of the Michigan Department of Health and Human Services and the local health department in addition to individual Health Care Providers' directives. Please contact your child's school office for the disease specific information and exclusion guidelines.

Nuisance Disease - Head Lice
Head Lice Protocol
An active Infestation is defined as the presence of live lice or any nits found within one quarter inch of the scalp. (MDE)

- One quarter inch will be measured with a clean ruler.

School Attendance (This includes any school sponsored activities)
If a student is identified with an active infestation, the student's parent/guardian will be notified promptly. The student's parent will be given the opportunity to pick their child up from school and start the treatment process immediately with the student receiving an excused absence. If it is not possible or optimal for the student to be picked up at the time of the discovery of lice, the parent and building principal may choose to have the student remain at school and treatment begin after completion of the school day. (MDE)

Readmission Guidelines for return to School

- Treatment for head lice must occur for all students with an active infestation before returning. (MDE)
- Upon return to school the student must be accompanied by parent or designated adult. (MDE)
- Before returning to the classroom a designated employee will recheck the student's hair. (MDE)
- If there are no signs of an active infestation (no live lice or nits within one quarter inch of the scalp), the student may return to class (MDE).
- Any student with nits greater than one quarter inch from the scalp with no live lice detected can remain at school. However, parents/guardians will be asked to remove any remaining nits at the end of the school day. Parents will also be expected to continue checking their child's hair daily for 2 weeks removing all nits and treating hair if additional live lice are found. (MDE)
- After the student has been given permission to return to class, periodic head checks will be performed by a designated school employee over the next few weeks. Head checks will be performed discretely and with confidentiality remaining a priority. (MDE)

Informational Parent Letters Sent Home
When a significant increase in head lice cases is detected, or at the discretion of the building principal or school nurse, a general fact sheet or parent education letter will be distributed to parents. (MDE)

INDIVIDUALS WITH DISABILITIES
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Services office at 810-591-2320 to inquire about evaluation procedures and programs.

LOCKERS

Students are assigned a hall locker that they will use for the duration of their years at Flushing High School. Lockers are the property of the school and meant for school materials and clothing only. School officials reserve the right to check lockers and their contents at any time. Working with law enforcement officials, lockers may be subject to general searches. The school is not responsible for items stored in lockers. Students are responsible for making sure their locker is closed and locked; locks should not be left on the last number of the combination. If a student's locker is not working properly or other students discover his/her combination, it should be brought to the attention of a secretary in the Attendance Office. We recommend students taking a physical education class bring a lock for their PE locker. Students who cannot provide their own lock may request one from their PE teacher.

LOST AND FOUND

Lost and found articles, including lost textbooks, are kept in the security office. Please check for lost items as soon as possible.

MEDIA CENTER/LIBRARY

The Media Center is an important part of the high school where assistance is available to enhance student learning. The Media Center provides a collection of books, paperbacks, reference materials, and periodicals in hard copy form and allows for electronic and computer assisted sources of news and information.

SCHOOL SAFETY PLAN

Flushing Community Schools has a comprehensive "Emergency Operations Plan" in compliance with Public Act 102. Included in each building's plans are the "Reportable Incidents" and "Responses Protocol" procedures to follow. Safe Schools Policies were approved by the Flushing Board of Education on December 21, 1999, and are available for review in the principal's office.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Failure to cooperate with a search will result in additional discipline and may result in the involvement of law enforcement.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with

the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Flushing Community Schools prohibits sexual harassment, sexual assault, discrimination, and retaliation. Any student who experiences or witnesses such conduct is encouraged to report it right away to a school administrator, counselor, teacher, the Title IX Coordinator, or another school employee. A report can be made in-person or in writing, and no special form is required to make one. A formal complaint, which begins the district's Title IX process, may be filed using the district's Title IX Sexual Harassment Formal Complaint Form, available on the district website and from the Title IX Coordinator. In accordance with Michigan law, the Michigan Department of Education's Sexual Harassment and Sexual Assault Information Guide, the Title IX Coordinator's contact information, and the district's related policies are available through the school office, counseling office, and district website. Retaliation against anyone who reports a concern or participates in an investigation is prohibited and may result in discipline.

THREAT ASSESSMENT

Flushing High School is committed to maintaining a safe, supportive, and orderly learning environment.

Students, parents/guardians, and staff are expected to report any threat, statement, behavior, social media post, image, message, or other communication that suggests possible harm to self or others. Reports may be made to a school administrator, counselor, teacher, school resource officer, or through OK2SAY.

When a threat, concerning behavior, or potential risk of harm is reported, school administration may begin a behavioral threat assessment process.The purpose of the assessment is to evaluate the concern, determine the seriousness of the situation, distinguish between credible and noncredible threats, identify appropriate interventions, and support the safety of students, staff, and the school community. Threat assessment is separate from, but may occur alongside, school discipline.

In accordance with Michigan law, the school's behavior threat assessment and management team includes, at a minimum, a school administrator, a mental health professional, and a school resource officer or other law enforcement official. Other school personnel may be included when they have relevant information about the student, situation, or school safety concern. The team may review available information, conduct interviews, consult with parents/guardians or staff, coordinate with law enforcement when appropriate, and develop a plan to address any safety concerns and support the student. The plan may include supportive measures, parent/guardian contact, counseling support, safety planning, increased supervision, schedule adjustments, referral to outside services, law enforcement involvement, discipline, or other interventions.

Because each situation is different, the timeline for completing a threat assessment may vary depending on the seriousness and complexity of the concern. The school will communicate with parents/guardians as appropriate while also maintaining student confidentiality and school safety. Any student who makes, shares, forwards, posts, or encourages a threat or concerning communication may be subject to school discipline, even if the student later claims the statement or communication was intended as a joke.

TELEPHONES

Office and classroom telephones may not be used by students, with the exception of the phone available for student use in the Attendance Office. This phone is intended for contact with parents/guardians.

WORK PERMITS

Any student under the age of eighteen must have a work permit to be employed outside of the school. Permits are available in the Counseling Office. The following procedure must be followed in obtaining a work permit:

1. The student will pick up the work permit in the Counseling Office.
2. The portion on the permit for the employer and employee must be completely filled out and the permit returned to the Counseling Office.
3. The student must sign the work permit in the presence of a secretary, the school's portion of the permit must be completed, and the permit returned to the student.
4. NOTE - a new work permit is needed for each new job.

SECTION II: SCHOOL DAY POLICIES AND PROCEDURES

AGE OF MAJORITY

The Board of Education recognizes that when a student reaches the age of majority, he/she is afforded all the rights and privileges of adulthood. When a student attains the age of 18, he/she will be held responsible and accountable for his/her actions as are all adults. An 18-year-old who wants to be responsible for his/her own attendance should contact the Attendance Office for details.

It is imperative that the student who reaches the age of 18 recognizes that, with current age of majority legislation, schools have been given the right to set up reasonable rules regarding their operation. The Michigan legislature realized the possibility of conflict between 18-year-olds who are still attending a public school and the school policy of operation and code of conduct. Michigan School Law states: "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18…".

These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of students. A student attending school, regardless of age, is covered by school board policies, which have been adopted and published. An 18-year-old student's responsibilities do not change upon reaching the age of majority.

BACKPACKS/BOOK BAGS

Backpacks/book bags, satchels, large purses, etc. are to be kept in lockers throughout the school day.

BUILDING SCHEDULE

Classes begin at 7:55 a.m. and the school day ends at 2:46 p.m. There are six (6) class periods and everyone is assigned to a thirty minute lunch period during the fourth class period of the day. The daily schedule is as follows:

Zero Hour 6:52 - 7:50 a.m.
1st Hour 7:55 - 8:53 a.m.
2nd Hour 8:58 - 10:01 a.m.
3rd Hour 10:06 - 11:04 a.m.
4th Hour 11:09 a.m. - 12:39 p.m.
Lunch A 11:09 – 11:39
Lunch B 11:39 – 12:09
Lunch C 12:09 – 12:39
5th Hour 12:44 - 1:42 p.m.
6th Hour 1:47 - 2:46 p.m.

Note: On SRT, early dismissal, half-days, and exam days, the time schedule will be different.

Students who attend the Genesee Career Institute will be assigned to one of the following sessions:

FIRST SESSION	7:00 – 8:45 a.m.
SECOND SESSION	8:50 – 10:35 a.m.
THIRD SESSION	12:05 – 1:50 p.m.

BUILDING SECURITY

Flushing High School has an electronic security system and security cameras. Once the building has been secured, unauthorized entry will cause the police to be called. Students must not enter the building during non-school time unless accompanied by a school official or staff member. During each school day, all building entrances except the front main entrance will be locked to control building access. Anyone entering the building once the school day begins must use the main entrance. All visitors to the building must register at the main entrance security desk. Students are not permitted to open exterior doors to admit anyone.

Cameras may be in use in school buildings, on school grounds, and in school vehicles. Students may be held responsible for any violations of school discipline rules recorded by the cameras. Surveillance video may be used as evidence in disciplinary actions brought against students. Surveillance video may also be referred to or viewed by law enforcement personnel, when appropriate. Due to FERPA and other privacy considerations, surveillance video is a district tool used by school officials and is not intended for viewing by non-school personnel.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

CLASS STANDING/GRADE COMPUTATION

Students entering Flushing High School as **freshmen** do so with a clean record. A student in their second year of high school is considered a sophomore; a student in their third year of high school is considered a junior; and a student in their fourth year of high school is considered a senior. To be in good standing (on track for graduation), a sophomore must have 5.0 credits, a junior must have 10.0 credits, and a senior must have at least 16.0 credits.

Students grades are computed using a +/- grading system with the following grade point average (GPA) equivalent:

A = 4.00	C+ = 2.50	D- = 0.80
A- = 3.80	C = 2.00	E = 0.00
B+ = 3.50	C- = 1.80	
B = 3.00	D+ = 1.50	
B- = 2.80	D = 1.00	

All classes taken by a Flushing High School student that are eligible to earn high school credit will be included in the calculation of that student's GPA. This includes courses taken through the Genesee Career Institute (GCI), FREC and dual enrollment college classes, co-op work placements, and classes taken for high school credit in middle school (e.g. Algebra 1 or a world language).

To determine the numerical value of a letter grade earned in an Advanced Placement Class offered at Flushing High School, the numerical value of the grade (as defined in the previous paragraph) will be multiplied by a factor of 1.1.

Seniors who are graduating, and early college students finishing their fourth year of high school, will be ranked scholastically at the end of the seventh semester based on all grades earned. Seniors with a GPA of 3.60 and above will be recognized as graduating with HIGH HONORS and those with a GPA ranking of 3.00 to 3.599 will be recognized as graduating with HONORS. To participate in the Flushing High School Graduation Ceremony, a senior must have earned a minimum of 22 credits and have fulfilled all requirements of the Michigan Merit Curriculum.

COMPUTER/INTERNET/NETWORK USAGE

Computers and other forms of technology are continually being upgraded at Flushing High School and are accessible for student use. To use the equipment a student must have on file a "Student Internet and Network Access Acceptable Use Policy" form. Students are urged to use technology in a positive manner to enhance their learning. Students found to be using technology in a manner that is not acceptable will face disciplinary action and may forfeit their right to use the school's system.

DAILY ANNOUNCEMENTS

Announcements will be read over the public address system at a set time each school day. Announcements at other times will be made on an emergency basis only. Daily announcements are posted on the school's web page and emailed to students by 11:00 a.m. daily.

DELIVERY SERVICES

Delivery services (Door Dash, Uber Eats, restaurants, etc.) are NOT permitted to deliver to FHS during the school day. Deliveries will be turned away. Flushing High School and Flushing Community Schools will not reimburse or refund money paid for deliveries turned away.

DUAL ENROLLMENT

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing the student meets the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information. Note: Over the course of their high school careers, students may enroll in a maximum total of 10 dual enrollment classes.

ELECTRONIC DEVICES

Electronic devices are not permitted in the classroom. Electronic devices may only be used before/after school, during passing time, or at lunch. Electronic devices include but are not limited to: cell phones, wireless and wired headphones (including ear buds/ AirPods), tablets, eBook readers, smart glasses, and other devices that can transmit/receive information. Within the classroom, Chromebooks or similar devices used for instructional purposes only are permitted. Students may not use their personal electronic device during class time, whether in the classroom, hallway, bathroom, or any other location.

Electronic device offenses are cumulative for the year, and do not reset at the start of a new semester. The following series of consequences will be administered when a student does not adhere to the electronic device policy:

1st offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. A warning will be issued by administration. A notification letter will also be mailed home to the parent/guardian.

2nd offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive one (1) hour of ASD (after school detention). A notification letter will also be mailed home to the parent/guardian.

3rd offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive one (1) hour of ASD (after school detention). A notification letter will also be mailed home to the parent/guardian.

4th offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive two (2) hours of ASD (after school detention). A notification letter will also be mailed home to the parent/guardian.

5th offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive two (2) hours of ASD (after school detention). An administrator will call the parent/guardian notifying them of the consequence and future consequences if behavior continues. A notification letter will also be mailed home to the parent/guardian.

6th offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive one (1) day of OSS (out of school suspension). An administrator will call the parent/guardian notifying them of the consequence and future consequences if behavior continues. A notification letter will also be mailed home to the parent/guardian.

7th offense: Electronic device will be confiscated by the teacher and returned to the student at the end of the class period. Student will receive one (1) day of OSS (out of school suspension). An administrator will call the parent/guardian notifying them of the consequence and future consequences if behavior continues. A notification letter will also be mailed home to the parent/guardian.

8th offense and beyond: Violation of this policy beyond the 7th offense will be considered an act of defiance/insubordination. Disciplinary consequences will follow in accordance with the Student Handbook.

NOTE: Failure to surrender the electronic device to any FHS staff member will be considered an act of insubordination and will result in out of school suspension.

EMERGENCY DRILLS

Practice drills for Fire, Severe Weather, Lockdown, Secure Mode, Shelter in Place, Building Evacuations, and other emergency situations are conducted on both an announced and an unannounced basis throughout the school year. Because designated areas for students and staff vary for each classroom or area of the building, exact procedures are posted in each classroom or designated area and reviewed periodically by staff members assigned to the room or area.

FEES AND FINES

Students are responsible for returning all school items and equipment issued to them by teachers, coaches, sponsors of clubs or classes, etc. If the item or equipment is not returned or is returned in a damaged condition, the student will assume the responsibility for the cost of replacement. The school does not assume the responsibility for items that are lost, stolen, or damaged. Unpaid fees or fines will be totaled each semester and can be paid to the guidance office at any time. Unpaid debts accumulate and students will not receive their cap, gown, or diploma until fines are paid.

FINAL EXAMS

Students should expect a final exam in each of their classes. Final exams are given over a two-day period at the end of each semester. Three exams, each lasting approximately 80 minutes, will be given on both exam days. Seniors' second semester exams are given as determined by the teacher. Students are expected to remain in class until the end of each exam period. Classes will not be interrupted during exams for students to be dismissed from school.

"FREES" (THREE "FREES")

Laws of the State of Michigan have declared that all public schools are to be Drug, Smoke, and Weapon Free Zones. Students found to be in possession of or using any of these unlawful articles will be dealt with according to prescribed disciplinary means, noted in the discipline code section of this handbook.

GANG AFFILIATION

For the safety of all members of the Flushing Community School community, there will be zero tolerance of gang activity or evidence of gang affiliation. This includes, but is not limited to: gestures/hand signals, images/symbols, catch phrases, attire, and other words or actions intended to signal support of or membership in any gang. Students participating in gang-related activity on school grounds or at any school event will be subject to school discipline beginning at the Group Two level of discipline. Any individual, student or not, may be subject to removal from school grounds and police involvement.

GRADE REPORTING

Report cards are issued at the end of each marking period. Only semester grades are recorded on the student's official transcript. Each time report cards are sent home, parents can expect to receive electronically a *Raider Reporter* (parent newsletter).

GRADES

Flushing High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. At the beginning of each course, each teacher will inform students how grades will be determined. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The grading scale is as follows:

93 to 100 = A	78 to 79 = C+	60 to 62 = D-
90 to 92 = A-	73 to 77 = C	0 to 59 = E
88 to 89 = B+	70 to 72 = C-	
83 to 87 = B	68 to 69 = D+	
80 to 82 = B-	63 to 67 = D	

I = Incomplete
P = Pass (Credit Granted)
M = Medical (No Credit Granted)
NC = No Credit Granted

Each course uses a common grade weighting system. Teachers will communicate this information to students.

Grades in Advanced Placement courses are multiplied by a factor of 1.1 to determine the numerical value on a student's transcript.

GRADUATION REQUIREMENTS

Flushing High School students must complete the following requirements in order to graduate. Graduation requirements are based on the state's *Michigan Merit Curriculum* signed into law.

English	4 credits
Social Studies	3 credits
Math	4 credits
Science	3 credits
Physical Ed./Health	.5 PE **AND** .5 Health
Senior Seminar	.5 credit
Additional/Elective Courses	3.5 credits
Performing, Visual, Fine Arts	1 credit
World Language	2 credits
TOTALS	22 credits

Note: Beginning with the class of 2028, a Personal Finance course (.5 credit) will be required. The total number of credits required to graduate will remain 22.0.

*Physical education is required of all students unless a student has a documented medical condition that prohibits his/her participation. A student who becomes unable to complete a P.E. class because of injury, illness, or other physical condition will be granted a grade of "M" (medical) when the circumstances are verified by a doctor's statement. The "M" grade indicates that a semester of P.E. has been completed, but no credit is granted.

Other information relevant to graduation requirements:

1. A student must take a minimum of six (6) classes per semester to maintain their status as a Flushing High School student. In some cases a seventh class may be necessary due to demands of Co-Op, GCI, music, advanced placement, etc.
2. A student transferring into Flushing High School will receive credit on the standards of the sending school. Academic deficiencies based on Flushing High School standards must be made up prior to graduation.
3. For students transferring in from a homeschool program, academic credit will be granted only for courses completed in an accredited homeschool program.
4. A student will not receive credit for a class already completed with a passing grade, with the exception of certain art, music, and physical education courses. To qualify for credit a second time in a course, a counselor or principal must give permission.
5. Students needing to make up academic credit may do so through Flushing High School's summer school program or the Raider Virtual Academy credit recovery programs. These are to be used to help students catch up credits to get back on pace to graduate.
6. Students who have not met all graduation requirements by the date so established may not participate in any graduation activities, including but not limited to: Senior Picnic~~31~~, Honors Convocation, Senior Celebration, graduation practice, and the graduation ceremony.
7. Students needing an alternative learning environment may enroll in the Raider Virtual Academy online program.
8. Students may receive credit toward high school graduation by successfully completing, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students. Grades earned in these courses will be factored into the students' grade point average.

HALL PASSES

The five-minute passing time between classes is when students are expected to gather classroom materials, use the restroom, get a drink, etc. At the teacher's discretion, classroom passes may be issued for other needs that arise during classroom time.

HONOR ROLL

Students with a GPA of 3.0 or higher are placed on the honor roll each semester.

MAKE-UP WORK

When a student returns from an excused absence, it is his/her responsibility to contact teachers to make arrangements for make-up work. Under most circumstances, a student will have the number of days equal to the number of consecutive days absent, plus one additional day, to complete make-up work. Failure to do assigned make-up work will have a negative consequence on the student's grade. If a student will be out of school for an extended period of time, arrangement can be made through the Attendance Office for make-up work. Teachers must be allowed 24 hours to compile make-up work for students who are out for an extended period. Students who are suspended out-of-school are expected to do make-up work for class work handed in during the time of the suspension. *This work must be turned in on the day the student returns from suspension.* Assignments will be accepted and credit given for students on suspension, provided the student turns in the work upon return.

TESTING OUT OF CLASSES

Under the State of Michigan's Michigan Merit Curriculum Law, a student is able to "test out" of classes and receive credit towards graduation if he/she is successful in earning a qualifying score of 78% or higher on the assessment(s). Assessments are determined by the department for the course in which the student attempts to test out. "Testing out" is an option available to any student to demonstrate that he/she meets or exceeds the content expectations associated with the specific course. Students successfully "testing out" will earn credit for the class, but this will not affect his/her grade point average. It is the expectation that a student who attempts to "test out" already possesses the skills and meets the qualifications necessary to demonstrate proficiency of content expectations associated with a specific course. Test out exams will be given twice a year, near the end of each semester (January and June). Students may not request to test out of courses they have previously taken. Students may attempt to test out of a given class only once. The school does not provide text books or other classroom resources for the purpose of testing out.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If a student plans to transfer to another school or withdraw from Flushing High School, he/she must notify the Attendance Office. Students are expected to use the following checkout procedure:

1. Report to the Attendance Office to get a Check Out Form.
2. The student must have the Check Out Form completed by all of the his/her teachers and the media specialist, clean out all school and personal belongings from their locker, return Chromebook, charger, and all books to the Library, return all equipment to the athletic director or other appropriate staff member, and return the form to the Attendance Office.

USE OF CAR

Driving to school is a privilege that, if abused, may be taken away. Student drivers are reminded that vehicles parked in the school's lot are subject to search with cause. Students must park in designated areas only.

Once the school day begins the parking lots are off limits to students unless they have a special pass for co-op or have a specific pass from the attendance office indicating that they have permission to leave campus.

Students driving or parking in a careless or negligent manner may be subject to school discipline, possibly including the loss of parking privilege. Students parking without a valid permit or violating the terms of their parking permits may be subject to school discipline. Cars improperly parked may be towed. Consequences for improper driving or parking may also involve enforcement by local law enforcement.

Parking Information:

- Parking Fee: $30 per year or $15 at the beginning of second semester. Checks are to be made payable to Flushing Community Schools. A receipt will be given to the student upon payment of parking fees.
- Payment & registration form will be turned into the secretary in the guidance office. At this time, a permit will be issued.
- All students must be licensed and covered by insurance. Flushing Community Schools is not responsible for either the vehicle or its contents.
- Students may be assigned to a specific parking lot.

VISITORS

Visitors are not allowed at Flushing High School during the school day. Parents and other individuals entering the building for school-related business must check in with the security staff and receive a guest pass.

SECTION III: STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES

STUDENT CODE OF CONDUCT

A primary objective in developing this Student Code of Conduct is to assist all students to develop into responsible, self-controlled individuals, able and willing to assume their role as worker and citizen. Consequently students, teachers, and parents must work cooperatively to direct students toward positive attitudes and behaviors in school. Rules and regulations must be established within the school in order to help create a safe and orderly learning environment. Students are, therefore, fully informed of the established rules, regulations, and consequences that will be implemented at Flushing High School. Violations of these rules and regulations are harmful and disruptive to the educational process and cannot be tolerated. By implementing a policy of consistent enforcement of rules, it is hoped that disciplinary issues will be at a minimum and the focus of the high school will be on education and learning.

STUDENT DRESS

At Flushing High School, one of our goals for students is to help them develop skills they will need in adulthood. Learning to dress appropriately for different occasions, settings, and roles is an important lesson in transitioning into the adult world. Even in school, different situations call for very different dress: the outfit a student would appropriately wear for track practice is dramatically different from the outfit that same student would wear to present his/her Senior Exit Presentation in front of a panel of judges. The purpose of our dress code is to help students develop a sense of style that is appropriate both to their individual preferences and to the professional world they will soon join.

On a day-to-day basis, we expect FHS students to dress in a manner that reflects the seriousness of the educational process while also accommodating students' need for comfort and mobility. School outfits should completely – and consistently – cover what should be covered. Private parts are to remain private in the school setting.

Many factors can impact the appropriateness of an outfit for school. Cut, fit, design, and purpose are all details to be considered when shopping for school clothes and selecting an outfit to wear to school. If a student's outfit fails to meet school dress code standards, whether by being too revealing of a student's body or undergarments; by the message depicted in words or images on the clothing; or by the purpose of the clothing being unsuitable for the school setting, the student will be addressed and will be required to change the outfit to one that adheres to the FHS dress code.

With the support of parents, students, and staff, we can help students learn how to dress situationally, allowing for students to express their own style and to present themselves in a manner that lets them feel comfortable and confident.

Our expectation is students attending school will wear clothes that:

- Provide adequate coverage of bodies and undergarments
- Fit appropriately
- Do not distract from or interfere with the learning process

- Can be adjusted in response to varying room temperatures and personal comfort (e.g. layer a T-shirt with a sweatshirt)
- Do not pose any potential safety risk to the student wearing it or to others
- Allow for the student to see and be seen easily
- Let students look good and feel good
- Promote Raider Pride

NOTE: Clothing advocating, displaying, or advertising any of the following: violence; discrimination; drugs; alcohol; tobacco; hate groups; obscene/sexually explicit language or images (including acronyms); or that creates a disruption to the school day is prohibited. Flags of any kind are not to be worn or carried. Blankets are not to be worn/carried during the school day.

STUDENT VIOLATIONS AND CONSEQUENCES

Under most circumstances, the consequence for violating a school rule is identified in the "VIOLATIONS and CONSEQUENCES" section of this handbook, but in all cases the consequences are ultimately decided by the school principals who administer this handbook. In some cases, a parent conference, along with other consequences, will be appropriate and may be initiated by the principal, student, or parent. Discipline will be administered based on the severity of the offense and may be cumulative.

Understanding that standard classroom management calls for teachers to deal extensively with student behavior, when the teacher determines that it is necessary to remove a student from the classroom, the teacher will send the student to the office. The student should be sent with the appropriate completed referral form. The resulting consequences may include:

1. Warning and Discussion of School Rules - there are times when it is appropriate for a principal to clarify the situation which resulted in the student being sent to the office, review the potential consequences, warn the student with regard to future incidents, and keep the student in the office for the remainder of the class period.
2. After School Detention – the student is assigned to a supervised detention room after school hours from 3:00-4:00 p.m. Failure to serve detention or misbehaving while in detention will result in being suspended out of school.
3. Two-Hour After School Detention – the student is assigned to a supervised detention room after school hours from 3:00-5:00 p.m. Students are always provided with Detention Room Rules at the time the consequences are determined. Failure to serve detention or misbehaving while in detention will result in out-of-school suspension.
4. Out-of-School Suspension – the student is excluded from the regular school day and all extra-curricular activities/school activities for one to ten days depending on the length of suspension. Daily work missed during an out-of-school suspension must be turned in the day the student returns from suspension.
5. Expulsion – the student is removed from school on a long-term basis as defined by action of the Board of Education. The Superintendent or Board of Education may expel a student upon the recommendation of the Principal. The procedure for an expulsion hearing before the Superintendent or Board of Education will be provided to the student and parents when they are notified of the date, time, and place of the hearing.

SOCIAL PROBATION

Social probation may be implemented for students who have significant violations or who have repeated behavior violations at any level. Social probation is implemented for one calendar year. During the social probation period, the student may not attend any school dances and may be prohibited from attending other special school events as determined by an administrator. A student who commits additional behavior violations while on social probation may be recommended for expulsion.

GROUP I VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. **Academic Dishonesty**: Academic dishonesty is defined as obtaining, attempting to obtain, or aiding another in obtaining credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Academic dishonesty includes, but is not limited to: lying; copying from another's test or assignment, unless such action is specifically authorized by the instructor; physically, verbally, or electronically taking or receiving copies of an exam or portions of an exam without the permission of the instructor; resubmitting an

assignment already submitted for credit in another class; or using or displaying notes, "cheat sheets," or other unauthorized aides. Students will receive no credit for an assignment and may be subject to further discipline.

- ➢ **Artificial Intelligence (AI) for Academic Use**

  Students are expected to complete schoolwork in a way that reflects their own thinking, writing, effort, and understanding.

  Artificial intelligence tools, chatbots, paraphrasing tools, image generators, translation tools, or similar digital resources may only be used when specifically permitted by the teacher. Unless specifically permitted, students may not submit work generated in whole or in part by artificial intelligence as their own.

  Unauthorized use of artificial intelligence or similar digital tools may be considered plagiarism, cheating, or academic dishonesty. This includes, but is not limited to, essays, written responses, projects, code, images, presentations, discussion posts, homework, or other school assignments.

  Violations may result in academic consequences, disciplinary consequences, parent/guardian contact, loss of technology privileges, or other action as determined by administration.

2. **Class Disruption/Disruption of School Day**: Any behavior inside or outside of the classroom that disrupts the educational process.
3. **Closed Campus**: After the school day begins a student may leave campus only by checking out through the Attendance Office. Students may not sign themselves out of school without a parent's note or a parent's phone call to the attendance office prior to the student's departure.
4. **Disrespect**: To insult, call derogatory names, dishonor, or in other manner abuse verbally, electronically, or in writing any member of the school staff or student body.
5. **Distribution of Unauthorized Printed Material**: The act of distributing unauthorized materials, including petitions, on school property.
6. **Driving/Parking Violations**: See page 18 for rules and consequences related to driving and parking.
7. **Electronic Devices**: Electronic devices are not to be brought into the classroom and may not be used for any purpose (including checking the time or an appointment schedule) during instructional time. Failure to surrender the electronic device to any FHS staff member upon request will result in a suspension.
8. **Failure to Attend Detention**: Failure to attend an assigned detention will result in an out-of- school suspension.
9. **False Reports**: The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel.
10. **Forgery**: The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or school related documents.
11. **Gambling**: The act of gambling for money or valuables.
12. **Harassing, Threatening, or Intimidating Acts including Bullying and Hazing**: The act of verbally, electronically, or by gesture threatening the well-being, health, or safety of any person on school property or on the way to or from school on school provided transportation.
    A. Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: The repeated intimidation of others by the real or threatened infliction of physical or emotional abuse through verbal, written, generated using technology (AI or otherwise), or electronically transmitted messages. It may include, but not be limited to, actions such as verbal taunts; name calling and put-downs, including ethnically-based or gender-based put-downs; extortion of money or possessions; and exclusion from peer groups within school. Such conduct is disruptive of the educational process; therefore, bullying is not acceptable behavior in this district and is prohibited.
    B. "Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, or 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.
    C. In certain instances, incidents that happen outside of school but that create a disruption to the school day will be considered a school issue. Students are prohibited from engaging in, at any time, any

off-campus misconduct of a serious and/or criminal nature that poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel or that reasonably makes the continued presence of the student in the school disruptive to the educational process. Examples include but are not limited to: selling drugs or committing a violent or vicious crime.

D. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to building administration or security personnel. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or for participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

13. **Inappropriate Access to School Areas:** The act of physically entering or electronically accessing any area of school buildings or property without authorization. This includes, but is not limited to: opening or propping secure doors; accessing maintenance or construction areas; electronically accessing records or bypassing firewalls; entering closed or gated restrooms; or entering unoccupied classrooms/offices without permission.
14. **Inappropriate Use of Restroom Areas:** Using bathroom areas in ways other than their intended purpose. This includes, but is not limited to: loitering, more than one person occupying a stall, gathering, or other actions that may interfere with others' ability to appropriately use the bathroom in a timely manner.
15. **Indecency in Behavior**: The act of offending against commonly recognized standards of property, health, safety, or honesty.
16. **Instigation**: The act of causing, encouraging, or contributing to a disruption to the school day.
17. **Insubordination**: The willful failure to respond or carry out a reasonable request given by authorized school personnel.
18. **Littering**: The act of littering on school property or on private property passed while on school transportation when going to and from school.
19. **Misuse of Computers**: Any violation of the Acceptable Use Policy (AUP).
20. **Misuse of Pass**: The act of using a pass for purposes other than those approved by the issuing teacher.
21. **Obscenity**: The act of using obscene, profane, or offensive language in verbal, electronic, or written form or in pictures, caricatures, or obscene gestures on any school property.
22. **P.D.O.A**: Any inappropriate public display of affection that occurs in the school setting.
23. **Physical Aggression/Physical Contact**: Physical contact that does not develop into a fight but is aggressive in nature or capable of causing bodily injury or property damage.
24. **Plagiarism**: Plagiarism is defined as the act of willingly or unwillingly using the ideas or work of another person or persons as if they were one's own, without giving proper credit to the source.
25. **Skipping/Out of Class Without Permission**: The act of failure to report to class, leaving class without teacher permission, or being out of class for an excessive period of time.
26. **Theft ($100 or less)**: The act of taking, acquiring or possessing property belonging to Flushing High School, other students, or staff without their consent.
27. **Tobacco/Nicotine/Stimulant Use or Possession**: Use or possession on school property of tobacco, nicotine, or other stimulants in any form. Caffeine pouches and dip, as well as other substances that closely resemble any of the previously named items, are included in this policy. This policy also includes use or possession of electronic cigarettes (ecigs) and vaporizing (vape) devices and materials including, but not limited to: cartridges, liquids, and other delivery methods/devices. Vaporizing devices delivering breath freshener or other substances are included in this policy. Failure to surrender a substance or device will result in additional discipline and may result in involvement by law enforcement.

28. **Unauthorized Sale or Distribution**: The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property. This includes, but is not limited to, any articles of clothing or other printed materials.
29. **Vandalism (minor acts such as writing on walls, desks, etc.)**: The act of willful destruction, damage, or defacement of property belonging to others.

NOTE: Any Group I violation committed to a degree that a principal determines to be extreme or excessive may be treated as a Group II violation, and discipline will be assigned accordingly.

CONSEQUENCES: Consequences will include actions taken at the school or district level. Where school officials deem necessary, police involvement will also be requested.

FIRST OFFENSE: The student will be warned, counseled, and advised regarding proper and appropriate conduct each time he/she is sent to the office because of an incident involving one of the violations. He/she will also receive a consequence from an administrator ranging from after school detention up to three (3) days of out-of-school suspension.

SECOND OFFENSE: The student will, again, be warned, counseled, and advised regarding proper and appropriate conduct. He/she will also be assigned progressive discipline up to a 5 day out-of-school suspension and communication between the parent and a principal is necessary before he/she returns to the school setting.

THIRD OFFENSE: The same communication will occur between student and principal. The student will be assigned progressive discipline up to out-of-school suspension for 10 days and a conference with the student, a principal, and the parent/guardian must occur prior to the student returning to school. At this conference a Disciplinary Plan may be developed and put into the form of a contract, which establishes the course to be followed if future incidents occur.

FINAL OFFENSE: At this point, parent and school interventions have not been successful in causing the student to behave appropriately in the school setting. The student will be suspended out-of-school for 10 days and the principal may recommend to the superintendent a long term suspension. Long term suspensions may range from 10 days to varying lengths of time and are imposed by the Superintendent of Schools or the Board of Education for more serious violations, but with further planning for the student to remain in the school district. If necessary, expulsion by the Flushing Board of Education will be recommended.

GROUP II VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. **Assault/Threat of Harm**: The act of physically causing, attempting to cause, or threatening to cause significant physical harm to another through force or violence, while in or on school property, while in transit on school transportation, or during attendance or participation at any school-sponsored activity when the attack has not been provoked by any physical aggression by the person battered. The police will be called to assist in dealing with all such incidents and may result in a ticket or a citation to the parties involved.
2. **False Alarms**: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
3. **Fighting**: Any act of hostile bodily contact (see assault above) while in or on school property, while in transit on school transportation or during attendance or participation at any school sponsored activity. A student is considered to be fighting if he/she perpetrates any aggressive, hostile act toward the other student, regardless of who initiated the fight. The police will be called to assist in dealing with all such incidents and may result in a ticket or a citation to the parties involved. A re-entry meeting may be required with the student, parent, and administrator prior to the student's return to school at the end of his/her suspension. In addition to suspension, a student who gets into a fight will be placed on school probation for a period of one calendar year. During this probation period, the student may not attend any school dances and may be prohibited from

attending other special school events as determined by an administrator. A student who gets into another fight while on probation will be recommended for expulsion.

4. **Fireworks or Explosives**: The act of possession, using, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.

5. **Gang-Related Activity:** Any gestures/hand signals, images/symbols, catch phrases, attire, and other words or actions intended to signal support of or membership in any gang.

6. **Hate Speech:** Use of words, images, or gestures that convey negative messages about others based on their personal traits. This may include, but is not limited to, references to: race, ethnicity, gender, sexual identity or orientation, religion, disability, or nationality.

7. **Inciting Others to Violence or Disobedience**: Encouraging by words, acts, deeds, demonstrations, or protests actions that disrupt the normal educational process of the school. Gang gestures, symbols, and other acts related to gang affiliation will be considered inciting acts. Certain behaviors on social media may also meet the criteria for incitement.

8. **Misconduct**: Any behavior that is significantly disruptive to the educational process, detrimental to the well-being of the Flushing Community Schools community, or outside society's boundaries of acceptable behavior.

9. **Possession/Use/Under the Influence of Any of the Following:**

   A. Alcohol
   B. Marijuana, CBD products, or any other cannabis-based substances
   C. Prescription drugs used by anyone other than the prescribed patient or used in a manner not in compliance with the prescribed frequency/dosage
   D. Illegal drugs
   E. Other substances (prescription or not) including, but not limited to: any stimulating, depressing, hallucinogenic, or behavior-altering substance
   F. Paraphernalia intended to use or facilitate/promote the use of any of the above items

10. **Sexual Harassment**: The act of issuing unsolicited, unwelcome sexual overtures be they written, verbal, electronic, or physical. This may include, but is not limited to:

    A. verbal harassment or abuse;
    B. pressure for sexual activity;
    C. repeated remarks with sexual or demeaning implications;
    D. unwelcome touching;
    E. sexual jokes, posters, cartoons, etc.;
    F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, social status, or safety;
    G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
    H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
    I. lewd, vulgar, or suggestive gestures.

11. **Extortion/Coercion:** The act of attempting to force or compel a student or staff member into providing an object or service unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

12. **Theft ($101-$500)**: The act of taking, acquiring, or possessing the property of Flushing High School, other students, or staff without their consent.

13. **Unauthorized Student Protest**: The act of protesting which results in the disruption of the normal educational process.

14. **Unauthorized Photography, Video, Recording, or Other Electronics**: The act of taking photographs, video recording, audio recording, or in other ways using electronic devices to violate the privacy or personal dignity of others. This includes, but is not limited to, transmitting, posting, or sharing recorded information with others.

15. **Vandalism (Major act such as destruction of school property):** The act of willful destruction of school property or property belonging to others. This shall also include tampering with and/or causing the discharge

of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property. It also may occur as the result of misuse of any equipment or technology within Flushing High School.

NOTE: Any Group II violation committed to a degree that a principal determines to be extreme or excessive may be treated as a Group III violation, and discipline will be assigned accordingly.

CONSEQUENCES: Consequences will include actions taken at the school or district level. Where school officials deem necessary, police involvement will also be requested.

FIRST OFFENSE: Five (5) day out-of-school suspension. Parent/guardian will be notified of the incident; in some cases, the police will be called in to assist, and a meeting may be required involving parents/guardians before the student resumes classes, at the discretion of a principal.

SECOND OFFENSE: Ten (10) day out-of-school suspension and a meeting required with the parent/guardian before the student is allowed to resume classes at the high school.

THIRD OFFENSE: At this point, parent and school interventions have not been successful in causing the student to behave appropriately in the school setting. The student will be suspended out-of-school for 10 days and the principal may recommend to the superintendent a long term suspension. Long term suspensions may range from 10 days to varying lengths of time and are imposed by the Superintendent of Schools or the Board of Education for more serious violations, but with further planning for the student to remain in the school district. If necessary, expulsion by the Flushing Board of Education will be recommended.

GROUP III VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. **Arson**: The willful and malicious burning of, or attempting to burn any part of, any building or any property of the Flushing Community Schools. The police will be called in to assist in dealing with all such incidents.
2. **Physical Assault or Verbal Assault of A School Employee or One Engaged As A Volunteer or Contractor by The Board of Education**: Directed at a board-engaged school employee, volunteer, or contractor, any physical, verbal, electronic, or written act of intimidation that causes injury, pain, emotional stress, or physical or psychological interference with a person carrying out his/her responsibilities.
3. **Sale or Distribution of Unlawful Drugs and Behavior-Altering Substances Including Alcohol**: The act of selling or distribution, contributing to the sale or distribution, or attempting to sell or distribute any stimulating, depressing, or behavior-altering substance, or any form of hallucinogenic drug, marijuana, or alcohol.
4. **Theft ($501 or more)**: The act of taking or acquiring the property of others without their consent.
5. **Weapons/Threat of Weapon**: The act of possession, use, or threatened/implied use of any weapon or instrument capable of inflicting bodily injury on a student or staff member. A weapon is defined as, but not limited to: firearm; explosive; knife with a blade of any length; razor; box cutter or item with a similar blade; or other dangerous weapon.

CONSEQUENCES: Consequences will include actions taken at the school or district level. Where school officials deem necessary, police involvement will also be requested.

The student will be suspended out-of-school for 10 days while a determination is made regarding a recommendation to the Superintendent or Board of Education for long term suspension or expulsion and possible police action. Long term suspensions may range from 10 days to varying lengths of time and are imposed by the Superintendent of Schools or the Board of Education for more serious violations, but with further planning for the student to remain in the school district. If necessary, expulsion by the Flushing Board of Education will be recommended.

In the case of the possession of a weapon, state and federal law requires the expulsion of the student for 180 school days if found to be in possession of a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches, iron bar, or brass knuckles.

Genesee County law enforcement agencies and the Flushing Schools also have determined that mace, pellet guns, pepper spray, and any other commercial and/or homemade devices which can be used to inflict damage to property, cause harm to an individual, or disturb the educational setting are to be considered a weapons and therefore the student found in possession is subject to out of school suspension for up to 10 days and possible recommendation for expulsion. State law also requires that a student who intentionally causes or attempts to cause physical harm to another through force or violence with regard to a school employee or one engaged as a volunteer or contractor by the school board be expelled for 180 school days.

SECTION IV: EXTRACURRICULAR POLICIES AND PROCEDURES

BEFORE-SCHOOL/AFTER-SCHOOL ACTIVITIES PROCEDURES

The school sponsors many excellent social functions and urges student participation in them because of their overall value. All school activities must be sponsored by a class or school organization. Regulations pertaining to activities and parties occurring outside of school hours are:

1. The various classes and organizations are to prepare all details for their respective activities and submit the requests to the administration for approval.
2. Students are not permitted to take part in before-school/after-school activities without a staff member being present and in charge. This applies to all activities, such as play practices, club or class meetings, dances, school parties, athletic practice, athletic contests, etc.
3. School personnel are responsible for seeing that high standards of student conduct are maintained; therefore, the faculty members in charge will have final authority.
4. Once students and guests enter the building to attend any school function, they are not permitted to leave and re-enter. In emergencies, sponsors can give approval. All school rules apply at any school-related event, home or away. Any student who does not conduct himself/herself in a manner that does credit to his/her class and school may lose the privilege of attending further activities. All groups shall be responsible to see that the building or room is clean after an activity. Because a staff member is expected to be the last to leave after an activity, students cannot expect to stay at school and in the building after the sponsor or chaperone leaves.

ATHLETIC CONFERENCE

Students at Flushing High School may select from over 20 sports and 42 teams, spread over three seasons in which to participate. All sports operate under the guidelines of the Michigan High School Athletic Associations. Flushing High School is a member of the Flint Metro League.

ATHLETIC RULES AND PROCEDURES

All rules and regulations pertaining to athletes at Flushing High School are contained in the Flushing High School Athletic Code. This information is available on the Flushing Community Schools website.

ATHLETIC SAFETY – CONCUSSION POLICY

Per Michigan State law effective June 30, 2013, the following policies regarding concussion are in place to protect students during MHSAA activities and in physical education classes, intramural activities, and out-of-season camps or clinics.

MHSAA policy dictates the following:

Each school shall designate the person who shall evaluate suspected concussions. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests. Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH) michigan.gov/sportsconcussion.

Below is a brief summary of what the new law is requiring youth sports organizations and schools to do for non-MHSAA sport activities such as physical education, intramurals and out-of-season or summer camps and clinics:

1. Adults (coaches and teachers) must complete the established free online training course. There are two options on the MDCH website, one through the Centers for Disease Control (CDC) and one through the National Federation of State High School Associations (NFHS.org). These courses are the only options to fulfill the adult training requirement. Schools should collect and file the certificate of completion for each adult.

2. Sponsoring organizations must provide educational training materials to students and parents and collect and maintain their signed statement of receipt of that information for the duration of the student's involvement with the organization, or age 18. The MDCH website's educational material is found under "Information for Parents & Athletes." The content of this material may not be altered, but it may be reformatted. The website also links to an "Acknowledgement Form" (under Popular Documents and Links). This form can be used as the signed statement, or the sponsoring organization may create its own form provided the content is similar. Some schools are including concussion information and signed statements with school registration and handbook materials, at first for all students and in subsequent years for new students.

3. Sponsoring organizations must follow the same concussion protocols for non-MHSAA events as is currently done for MHSAA sports when a student is suspected of a concussion. Sit them out, find out and do not allow them to return to practice or competition until cleared in writing. The new law requires sponsoring organizations to maintain a copy of any written clearance until the student is 18 years of age.

ATHLETIC SAFETY – HEAT & HUMIDITY MANAGEMENT

To minimize the risk of heat-related illness in interscholastic athletic programs, Flushing High School will follow the following MHSAA model policy proposed for adoption by the Representative Council on March 22, 2013:

Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, temperature and humidity readings will be taken at the site of the activity. These readings will be recorded and kept. The temperature and humidity will be factored into the Heat Index Calculator and Chart to determine the Heat Index.

If the Heat Index is below 95 degrees:

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.

If the Heat Index is 95 degrees to 99 degrees:

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.

- Contact sports and activities with additional equipment
  - Helmets and other possible equipment removed while not involved in contact.

- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 99 degrees to 104 degrees:

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Mandatory water breaks every 30 minutes for 10 minutes in duration.

- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible.
- Allow for changes to dry t-shirts and shorts.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in the day.

- Contact sports and activities with additional equipment

  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.

- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 104 degrees:

- All sports
  - Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

CLUBS AND ORGANIZATIONS

All Flushing High School students are urged to become involved in one or more extracurricular clubs or organizations. During the school year there will be over 30 different clubs or organizations for students to be associated with. Some of these groups have specific criteria for membership, but many are open to all students. A pamphlet that briefly describes these groups is available in the Main Office. In addition, each of the grade 9 - 12 classes has a formal organization and plan, with class officers elected in the spring. Each grade will have three staff/adult advisors. All fundraising activities must be authorized by the principal.

COLLEGE ATHLETIC ELIGIBILITY (NCAA)

Students who are interested in being a college athlete must be aware of strict NCAA eligibility requirements for freshmen entering Division I or Division II colleges or universities. These standards require high school students to meet a minimum ACT or SAT score and to complete a series of "core courses" [four (4) years of English; three (3) years of higher level math; two (2) years of social studies; two (2) years of natural or physical science; and two (2) years of additional academic work in any of the above areas or from NCAA approved courses in other areas] with a minimum grade point average which varies depending on the students ACT or SAT score. Detailed information is provided to all FHS athletes at the "Meet The Team" session, which is held at the beginning of each sports season. Potential college athletes and their parents should meet with the student's counselor, ideally in 11th grade, for a copy of the NCAA Initial Eligibility Standards booklet, for proper forms which need to be sent to the NCAA Eligibility Center, and for the latest information on NCAA requirements. Information can be secured from the NCAA web site: www.ncaa.org

DANCES

School dances are sponsored by clubs or organizations within the school with the approval of the principal. Traditional dances at Flushing High School include the Annual Homecoming Dance sponsored by the Student Council; the Snowcoming Dance sponsored by the sophomore class; and the Prom sponsored by the junior class. Students in grades 9-12 are welcome to attend all dances except the Prom, which is restricted to juniors and seniors. No student will be readmitted to a dance after leaving. Loitering in the parking lot before, during, or after a dance will be considered as a violation of school rules. Violation of school rules at a dance will result in some disciplinary action plus possible loss of the privilege of attending school-related social events for the remainder of the school year.

Dances are a dressy occasion, and a higher standard of dress applies to all who attend. Anyone wearing excessively revealing clothing will not be admitted. If the attire is questionable, students are encouraged to show their evening wear to the administrators beforehand to determine if it is appropriate for the dance. Any clothing that is determined

to be disruptive by the school administration may be prohibited. Please respect the rules to ensure the best possible experience for you and your friends.

DANCE CODE

All school rules are in effect at all school dances (dress codes, discipline code, etc.). Students are not allowed to leave the dance and return. Students who are asked to leave a dance may be excluded from other dances as part of their consequence. All non-students will be held to the same rules as FHS students, regardless of age. No students will be admitted after 9:00PM without prior approval by the principal.

All dancing will be tasteful in nature. We expect your support and good judgment to maintain appropriate dancing at all times. Lewd or suggestive dancing will NOT be permitted. Appropriate dancing is up to the discretion of the chaperones and will not be debated! Students will be warned one time about inappropriate dance movements. A second violation will result in dismissal from the dance and possible disciplinary action.

- No body parts other than your feet may be touching the floor while dancing.
- No wrapping of one's legs around another person while dancing.
- No grinding, touching, or rubbing another person in a distasteful manner.
- No movements that advocate violence.

DANCE GUIDELINE FOR GUESTS

Any student wishing to bring a guest (non-FHS student) to a dance must submit a guest dance pass application. Guests are limited to one guest per FHS student. Guests must arrive with, remain with, and leave with their FHS host; guests are not to be unescorted by an FHS host. All non-students will be held to the same rules as FHS students, regardless of age. No guests over the age of 20 will be permitted to attend the dance. Background checks will be run on all guests. Guests who are not enrolled in a school that can verify their standing must provide photo ID with their guest pass application. Guests must be at least in the 9th grade. Middle/junior high school students will not be allowed to attend a high school dance. Failure to comply with the school policies will result in removal from the dance.

DRIVER EDUCATION

Registration for Driver Education at Flushing High School begins in February. Driver Education is offered during the summer months to qualified students. To be eligible for driver education a student must be at least 14 years and 9 months old on or before June 30, have properly registered for driver's training, and pass an eye examination administered by an optometrist.

FUNDRAISING

All fundraising activities must be authorized by a principal. Fundraising activities are coordinated so that groups are not competing with each other.

NATIONAL HONOR SOCIETY

Second semester juniors with a cumulative GPA of 3.60 or better are eligible to be considered for membership in the Flushing High School Chapter of the National Honor Society. Only seniors are inducted into the NHS. Candidates must continue to maintain a GPA of 3.60 or better and continue to meet the service requirements during the senior year. Students eligible for membership will be provided details regarding the process used to determine admission. Membership in the NHS is both an honor and a responsibility. In addition to the scholarship qualification, members are selected on the basis of faculty evaluations, which consider leadership, service, and character. Once a student becomes an NHS member, he/she must maintain the high standards that led to their selection or lose their membership.

SCHOOL PICTURES

Students in grades 9-12 will have their picture taken in the fall by a studio under contract by the school. Students are under no obligation to purchase school pictures. All students, including seniors, should have their pictures taken for their ID card, even if they do not intend to purchase photos. Students may not wear masks or other apparel that alter their appearance to make recognition difficult. Students posing as anyone other than themselves will be subject to discipline and loss of ID.

STUDENT GOVERNMENT

The Student Council is the governing student organization at Flushing High School. The Student Council's purpose is to provide students a forum to voice concerns and opinions on issues, to promote the general welfare of the school, to enhance cooperation between students and staff, and to coordinate student activities that are under their jurisdiction. Officers are elected by the Student Council members in the spring to serve a one-year term.

SECTION V

This section is provided by the Flushing Board of Education and is composed of relevant policies, rules, and regulations, which have been adopted by the Board.

STUDENT RIGHTS AND RESPONSIBILITIES

(Board Policies are updated periodically throughout the school year. Please check our website for the most up-to-date policies: *https://go.neola.com/flush-mi/policy*)

Rights and Responsibilities

The Flushing Board of Education is committed to assure students their rights and legal due process as they interact within the total school environment. While exercising these privileges, it is equally important that each student live up to his/her responsibilities and respect the rights of others. Teachers have a right to teach in a climate free of harassment, violence or other disruptions. Students have the right to learn without disruptions from classmates and to be free from illegal assault. Students have the right to dissent without resorting to violence.

In this regard, the Board of Education recognizes the importance of home-school cooperation in establishing conditions, attitudes and behavior which promote an effective learning environment.

While promoting a truly democratic spirit in the school, the Board will actively support any reasonable actions necessary to insure proper order and effective learning. The following rights and responsibilities apply for each K-12 student in Flushing Schools.

It is the student's right to:

Attend school in the district in which his/her parents or guardian reside.

Express his/her opinions verbally or in writing.

Behave and dress in a manner that expresses his/her personality.

Be represented by a student government selected through free school elections.

Expect that the school will be a safe place for all students to gain an education.

Be afforded a fair hearing with the opportunities to call witnesses in his/her case in the event of disciplinary action brought against him/her.

Participate in school activities without being subject to unlawful discrimination on any basis.

It is the student's responsibility to:

Attend school daily, be on time to all classes, study diligently and strive for the best possible level of academic achievement.

Express his/her opinions or ideas for legitimate purposes and not with a purpose to offend or slander.

Behave and dress in a manner that meets standards of propriety, modesty, good taste; prevent unnecessary disruption of the educational process and avoid clothing that is obscene, profane or promotes controlled substances.

Take an active part by running for office, voting for the best candidates and making concerns known through his/her representatives.

Be aware of all rules and expectations regulating student behavior. Assist in the maintenance and improvement of the school environment by preserving school property and exercising the utmost care while using school facilities.

Be willing to volunteer information for the good of the school in disciplinary cases should he/she have knowledge of importance in such cases.

Foster good human relations within the school by practicing courtesy and tolerance in his/her dealing with others to the dignity and worth of individuals.

STUDENT DISCIPLINE

5600 - **STUDENT DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. conform to reasonable standards of socially-acceptable behavior;

B. respect the person and property of others;

C. preserve the degree of order necessary to the educational program in which they are engaged;

D. respect the rights of others;

E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

B. do not discriminate among students;

C. do not demean students;

D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

A. relate in kind and degree to the infraction;

B. help the student learn to take responsibility for his/her actions;

C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

A. The building principals shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

B. Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

5610 - **EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Factors to be Considered Before Suspending or Expelling a Student

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration.

Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

A. the student's age

B. the student's disciplinary history

C. whether the student has a disability

D. the seriousness of the violation or behavior

E. whether the violation or behavior committed by the student threatened the safety of any student or staff member

F. whether restorative practices will be used to address the violation or behavior

G. whether a lesser intervention would properly address the violation or behavior

The Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

Restorative Practices

The 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 should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the 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 is one that cannot be imposed without appropriate due process since exclusion deprives a child 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 must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Principal shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed ten (10) school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent. A student so removed may be allowed to attend other classes taught by other teachers 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 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The Superintendent may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard.

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.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Persistent Disobedience or Gross Misconduct/CSC Against Another District Student

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, 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 factors identified above, the District shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

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 factors identified above ,the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel at 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 school building, property, or at a school-related activity.

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.

"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.

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

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, 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.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

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 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 the:

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 his/her 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 Superintendent determines in writing that the student has established that he or she fits under one (1) of the exceptions above by clear and convincing evidence and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed 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 given 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. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for 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.

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 guidelines:

A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:

    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;

7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent'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 who filed the reinstatement request to accomplish the following:

    a. abide by a behavior contract involving the student, his/her parents, and an outside agency;

    b. participate in an anger management program or other counseling activities;

    c. cooperate in processing and discussing periodic progress reviews;

    d. meet other conditions deemed appropriate by the committee;

    e. accept the consequences for not fulfilling the agreed-upon conditions.

8. student's behavior since the expulsion and the prospects for remediation.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. 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 Board shall follow the same procedure it has established in paragraphs A-F, 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 procedures 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 Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

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 must be given at least oral notice of the charges against him/her 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. An appeal may be addressed to the Superintendent whose decision will be final.

B. **Students Subject to Long-Term Suspension and Expulsion**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons, therefore, and must also be given an opportunity to appear before the Board with a representative to answer the charges. The student and/or his/her guardian must also 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 facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing 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.

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 may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, 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 shall not be 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 shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

Revised 8/29/17
Revised 5/21/19

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Legal
M.C.L. 380.1301, 380.1309, 380.1310d, 380.1311
20 U.S.C. 3351
State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

5605 - **SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES**

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

The Superintendent shall establish administrative guidelines and ensure they are properly used when disciplining any student with a disability.

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Legal
20 U.S.C. Section 1401 et seq
Section 504, 1973 Rehab. Act;
29 U.S.C. 701 et seq.
34 C.F.R. 300.520 et seq
U.S. Supreme Court, Honig v Doe, 56 USLW 4091
M.C.L. 380.1311

SUSPENSION/EXPULSION OF STUDENTS

1. **Definition of Terms**
   a. "Gross misdemeanor" means serious misbehavior or misconduct which is intentional and has detrimental effect on the school or any person connected with the school. Thus, "gross misdemeanor" is not limited to criminal conduct.
   b. "Suspension" means exclusion from class, school, or transportation pending the fulfillment of a specific set of conditions. A student on out-of-school suspension may not take part in or attend any school function.
      (1) "Short term suspension" may be a set number of days or an indefinite number of days (not exceeding ten (10) school days):
         (a) To correct a condition which is in violation of school regulations.
         (b) To protect the student, school population or community.
         (c) To provide time for school authorities to arrange necessary referrals and appointments for evaluation and treatment of a student.
      (2) "Long term suspension" may range from ten (10) days to varying lengths of time and are imposed by the Superintendent of Schools or Board of Education for more serious violations, but with further planning for the student to remain in the school district.
   c. Expulsion from school is a denial to a student of the right to attend school and take part in or attend any school function. Expulsions are imposed by the Superintendent of Schools or Board of Education, which sets the length and conditions of all expulsions.

2. **Grounds for Suspension and Expulsion**
   The Flushing Board of Education establishes the following categories of misconduct as those which may result in suspension or expulsion from the Flushing Community Schools. The categories are general in nature and are not deemed to be all inclusive. Misconduct of students apply while on school property and while attending school sponsored events. Further, these rules apply at any time or at any place where violation of the rules might adversely affect the safe and orderly operation of the schools, or the safety and welfare of other students and school employees.
   a. **Attendance**
      (1) Repeated tardiness
      (2) Truancy
      (3) Walk-out

(4) Closed campus violation
(5) Absences in excess of sixteen (16) days

b. **Disobedience**
(1) Defiance of authority
(2) Disruptive behavior
(3) Non-diligence toward studies
(4) Refusal to identify oneself to any school employee
(5) Violation of school rules
(6) Disrespect for school personnel (either when school is in session or at a school-sanctioned event, on or off school property)
(7) Cheating

c. **Gross Misdemeanor**
(1) Arson
(2) Bomb threat
(3) Extortion or intimidation
(4) False fire alarm
(5) Striking or threatening students or school employees on or off school premises, in or out of school
(6) Theft or possession of stolen property
(7) Vandalism
(8) Violation of national, state or local laws

d. **Detrimental Personal Conduct**
(1) Use of profane or offensive language
(2) Conduct considered to be indecent, obscene, immoral, vulgar or disorderly.

e. **Use, possession, or sale of illegal materials or of material represented as mind-altering and/or controlled substances.**
(1) Tobacco or tobacco products
(2) Alcohol
(3) Drugs which produce abnormal behavior
(4) Pornographic materials

f. **Weapon-An individual shall not possess, carry, or attempt to possess or carry any of the following on school property:**
(1) Firearm
(2) Explosive
(3) Knife with a blade of any length
(4) Razor, box cutter, or item with a similar blade
(5) Dangerous weapon

g. **Being a threat to the safety of self, or other students, staff, or the school**

3. **Legal Basis: For a Short Term Suspension**
a. On the basis of present Michigan School Law, the principals and assistant principals of the Flushing Community Schools are delegated the authority by the Board of Education to suspend students from school.
b. The authority for expulsion or suspension by the Superintendent of Schools or Board of Education as well as making reasonable rules and regulations regarding discipline is granted in section 380.1311 of the Michigan School Code.

380.1311: The Superintendent of Schools or Board of Education may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Superintendent's or board's judgment the interest of the school may demand the authorization or order.

4. **Procedures for Suspension or Expulsion**
a. For a Short Term Suspension, the principal or assistant principal shall adhere to due process.
(1) The student and parent/legal guardian have the right to be notified of the charges, the length of suspension, the right of appeal and the conditions under which the student may be reinstated in school.
(2) During the time of out-of-school suspension, the student cannot participate in any extra-curricular activities or be present on school property during school-sponsored activities, unless for an administratively approved pre-arranged conference. The student shall be recorded as absent during the period of out-of-school suspension.
(3) A parent conference may be required as a condition for re-admission after a suspension.
(4) In some circumstances, a suspension may be issued pending further investigation.
b. The Superintendent of Schools or Board of Education may invoke a long term suspension or may expel a student through the following procedures:
(1) The student and parent/legal guardian have the right to be notified in writing of the charges, and that there shall be a hearing by the Superintendent of Schools or Board of Education at its next official meeting.
(2) During the time of out-of-school suspension, or expulsion, the student cannot participate in any extra-curricular activities or be present on school property during the regular school hours or during school sponsored activities, unless for an administratively approved pre-arranged conference.
(3) During out-of-school suspension any class work missed will be made up. The student shall continue to be enrolled in school and shall be recorded as absent during the period of suspension.
(4) Upon expulsion, the student shall be dropped from school enrollment.

5. **Appeals**
a. If a student is suspended pending a parent conference, there is no appeal procedure for that time period.
b. Appeals for Short Term Suspensions should occur in the following sequence:
(1) Suspending administrator or building principals
(2) Designated Central Office Administrator
(3) Superintendent or Board of Education

6. **Procedure for Long Term Suspension or Expulsion**
The Superintendent of Schools or Board of Education may invoke a long term suspension (more than 10 days) or expel a student, if the following conditions are met:
a. The principal shall suspend the student from his/her classes, and, as soon as possible and in writing, notify the Superintendent of Schools of the recommended expulsion. He/she shall forward this recommendation with all documented evidence available in support of this action.

b. The Superintendent of Schools or Board of Education shall hold a hearing and shall make the final decision on the basis of the evidence presented at this hearing. If heard by the Board of Education the hearing shall be held at the next official meeting of the Board or as soon as is practical under the circumstances.

c. The hearing shall conform to the following general principles:
   (1) The student, his/her parents and/or other representatives shall be afforded the opportunity to be present.
   (2) The administration shall present the charges and a summary of the essential evidence in support of those charges.
   (3) Where the student denies the charges and where the credibility of witnesses is an important issue, the student and his/her parents shall generally be given the opportunity to confront the witnesses face to face. Otherwise, an administrative summary of evidence shall be deemed sufficient.
   (4) However, where there is good reason to protect the identity of student witnesses, then the administrative summary of such evidence shall suffice. The summary should also include written statements from the witnesses but identifying information (name, address, etc.) must be expunged. The summary shall also include a clear statement of the reasons for protecting the identity of the witnesses.
   (5) The student and his/her parents or other representative shall be given a full opportunity to relate information and describe the situation/incident and make recommendations to the Superintendent or the Board of Education.

d. Within three (3) school days of the hearing, the Superintendent of Schools shall notify the parents, in writing, of the official decision.

WEAPONS

5772 - **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.
Policy exceptions include:

A. weapons under the control of law enforcement personnel;
B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

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M.C.L. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151

SCHOOL SAFETY LAWS

Public Act 104
Requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion (Procedure outlined in P.A. 328). The law also **requires** the expulsion of students for up to 180 days for verbal threats, bomb threats, or similar threats.

Public Act 103
Allows a teacher to suspend a student from class for the hour, class, subject, or activity for up to one full day if the teacher determines, based on local board criteria, that the student's presence creates a clear threat to the safety and welfare of others.

Public Act 102
Requires school districts to expel a student for up to 180 days for student on student assaults. The law **requires** school districts to report incidents of school safety crimes to the Department of Education.

OFF-CAMPUS MISCONDUCT

Students are subject to the authority of district officials and the Student Code of Conduct at school-sponsored events and activities which take place off of school premises (i.e., off-campus).

Students are also prohibited from engaging in, at any time, any off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional), welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing vicious crime off-campus).

A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, public or private, or who is alleged to school authorities to have engaged in misconduct in another school system, but who has withdrawn from said school system before such misconduct was established by an appropriate hearing, which misconduct if true, is of sufficient gravity to pose a threat to the health or welfare of students or district personnel, may be subject to suspension or expulsion where such misconduct has been established in a hearing before the superintendent or his/her designee.

SEARCH AND SEIZURE

5771 - **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.
Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

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M.C.L. 380.1306
U.S. Constitution, 4th Amendment

STUDENT RECORDS

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

If the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his or her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency

B. samples of student work

C. information obtained from professionally acceptable standard instruments of measurement such as:

    1. interest inventories and aptitude tests,

    2. vocational preference inventories,

    3. achievement tests,

    4. standardized intelligence tests

D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

E. verified reports of serious or recurrent behavior patterns

F. rank in class and academic honors earned

G. psychological tests

H. attendance records

I. health records

J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.
In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student’s parents be notified of the transfer, receive a copy of the record if

desired, and have an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;

C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

E. release de-identified records and information in accordance with Federal regulations;

F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16.)

The District will verify that the authorized representative complies with FERPA regulations.

H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.
The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his or her written request:

A. the specific information that was disclosed;

B. the name and contact information of each person, agency, or organization to which the information has been disclosed;

C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

A. provision of such information to the Michigan Department of Education or CEPI

B. provision of such information to the student's parent or legal guardian

C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement

D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement

E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student

F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction

G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement

H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;

B. address (except for students participating in the address confidentiality program act);

C. telephone number;

D. date and place of birth;

E. major field of study;

F. participation in officially recognized activities and sports;

G. height if member of an athletic team;

H. weight, if member of an athletic team which requires disclosure to participate;

I. dates of attendance;

J. date of graduation;

K. awards received;

L. awards received;

M. honor rolls;

N. scholarships;

O. telephone numbers for inclusion in school or PTO directories;

P. school photographs or videos of students participating in school activities, events or programs.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Board will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within five (5) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement

B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least ten (10) work days before the scheduled date of the activity. The instrument will be provided to the parent within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazines, and programs providing access to low-cost literary products;

C. curriculum and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities; and

F. student recognition programs.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;

C. consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;

D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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Legal
M.C.L. 380.1135, 380.1136
Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002
Section 444 of subpart of part C of the General Education Provisions Act
Title IV of Public Law 90-247
20 U.S.C., Section 1232f through 1232i (FERPA)
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
26 U.S.C. 152
20 U.S.C. 7908

NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), requires Flushing Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

USE OF MEDICATIONS

5330 - **USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student is disabled and requires medication to benefit from the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the school office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a secured storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Student Possession of Medication

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered-dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)

   and

B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian,

   and

C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal of the student's school.

No student is allowed to provide or sell any type of medication to another student.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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Legal
M.C.L. 380.1178, 380.1178a, 380.1179
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

ATTENDANCE

5200 – **ATTENDANCE**

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student may be considered a full-time equivalent student provided the student is enrolled in at least six (6) units of instruction (courses), as defined by State law, per school year.

A student enrolled in the District's alternative education program may be considered a full-time student provided the student is enrolled in at least six (6) units of instruction (courses), as defined by State law, per school year in the alternative education environment.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence and prolonged absence.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

A. ensure a school session which is in conformity with the requirements of the law;

B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;

C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;

D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;

E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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Legal
M.C.L. 380.1561, 380.1561(3a-3c), 380.1586(3)
Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

DRUG PREVENTION

5530 - **DRUG PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Michigan statute;

B. all chemicals which release toxic vapors;

C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. "look-alikes";

F. performance-enhancing drugs as determined annually by the Department of Community Health;

G. any other illegal substance so designated and prohibited by law.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

A. emphasize the prevention of drug use;

B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;

2. provides information about effective techniques for resisting peer pressure to use illicit drugs, performance- enhancing drugs, and alcohol;

C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students;

H. require the notification to parents and students that compliance with the standards of conduct is mandatory;

I. establish means for dealing with students suspected of drug use or suspected of possessing, selling, or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure AG 5771 and Policy 5771 and Suspension and Expulsion AG 5610 and Policy 5610 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

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Legal
M.C.L. 380.1170, 333.26301 et seq., 333.7410, 333.7410A
A.C. Rule R388.271 et seq.
Senate Bill 350, 1990
Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.
20 U.S.C. 3224A

PERFORMANCE-ENHANCING DRUGS/COMPOUNDS

5532 - **PERFORMANCE-ENHANCING DRUGS/COMPOUNDS**

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.

The Superintendent shall require that the warning notice concerning anabolic steroids as well as a warning notice about dietary supplements that contain a performance-enhancing supplement is installed and properly maintained in each of the District’s locker rooms or athletic dressing areas.

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Legal
M.C.L. 333.26301 et seq., 380.1318

PUBLIC ACT 30
CONTROLLED SUBSTANCES; ANDROGENIC ANABOLIC STEROIDS

House Bill 4081 - Effective March 28, 1991

PA 30 amends the Public Health Code to prohibit the use, possession, or distribution of androgenic anabolic steroids and counterfeit androgenic anabolic steroids. The law also places anabolic steroids under the triplicate prescription law and provides for the forfeiture of property used in conjunction with steroid trafficking.

Under Section 177766a, a person who knowingly uses an androgenic anabolic steroid illegally is guilty of a misdemeanor, punishable by a fine of up to $100 or imprisonment for up to 90 days, or both. Illegal possession of an androgenic anabolic steroid is punishable in the same manner, except that second offenses are treated as felonies, punishable by a fine of up to $1,000 and imprisonment for up to four years. Illegal delivery of androgenic anabolic steroids is a felony, punishable by a fine of up to $5,000 or imprisonment for not more than seven years, or both.

PUBLIC ACT 31
SECONDARY SCHOOLS; WARNING ABOUT STEROIDS

Senate Bill 350 - Effective March 28, 1991

PA 31 is a new act and requires athletic service providers, which includes the operators of educational athletic facilities such as public or private secondary schools, to post notices warning against the use, possession, or delivery of androgenic anabolic steroids. The form and content of the notice are prescribed by PA 31. The notice must be placed in each locker room in the educational athletic facility. Penalties are prescribed for failure to meet the posting requirements.

TRANSPORTATION RULES AND PROCEDURES

The personal conduct of students riding school buses is a very important aspect of safe and efficient operation of buses, second only to the skill and performance of the bus driver. Acceptable behavior of students on buses is as important as acceptable behavior in classrooms, if not more important, since improper behavior can lead to putting all students on the bus in an unsafe situation.

The bus driver, who must transport everyone safely, cannot be expected to be responsible for correcting all misbehavior of students. Parents need to assume the responsibility of expecting appropriate behavior from their children while riding the bus. A Bus Rider Contract will be distributed yearly which all students and their parent/guardian must sign, date, and return to school in a timely manner. (Middle School Only: Signature of parent that student has read and agrees to follow rules located on the back of Emergency Card.)

1. Only students eligible for transportation will be permitted to ride the bus.
2. Riding the bus is a privilege. Students riding the bus must obey all rules and regulations.
3. The driver is the adult supervisor and in charge of the bus. Students shall render him/her the respect and courtesy given all adults.
4. **While waiting for the bus at the bus stop:**
   - Arrive at the bus stop no more than/but no less than five (5) minutes before the bus arrives.
   - Stay back from the edge of the road.
   - Stand quietly-respect other people's property.
   - Do not push or play at the stop.
   - Those arriving to the stop late or are "straggling" will be warned once, and then will be left behind as the driver has a schedule to maintain.
   - Wait until the bus comes to a complete stop before attempting to get on the bus.
5. **When boarding or leaving the bus:**
   - Step on and off quickly and quietly.
   - No pushing or shoving.
   - Watch your step.
   - Sit in the seat assigned by the bus driver.
   - Cross properly: exit the bus, move to the front of the bus ten (10) feet and watch the driver. The driver will have his/her palm in a stop position. When it is clear the driver will change the signal to two (2) fingers pointing to the left. The student then may cross.
6. **While on the bus:**
   - Remain seated until the bus stops.
   - Keep hands, feet and articles out of the aisles.
   - Never throw items in or out of the bus.
   - Keep head and arms inside the bus.
   - Talk quietly and do not play actively on the bus.
   - Help keep the bus clean.
   - Be quiet when crossing railroad tracks and for any emergency vehicles.
   - Do not shout, whistle or gesture to strangers/friends from the bus windows.
   - No eating or drinking on the bus.
   - Students who deface the bus in any way will pay costs regarding the damage and may lose their privilege to ride the bus.
   - Students must sit in their assigned seats and may be required to sit three (3) students to a seat. Move over; keep all objects on your lap to make room for others.
   - Keep your hands and feet to yourself.
   - No animals, glass objects, or objects bigger than what will fit on a student's lap will be permitted on the bus.
7. **In case of Emergency:**
   - Remain calm.
   - Listen to the driver's instructions.
   - Exit promptly if need be.

- The emergency door must never be opened by students except in case of an emergency.

8. **Permission slip:**
   - Students who are going to ride another bus other than their own or get off at another bus stop must have a permission slip/note from their parents and must be signed by the building principal.

Students failing to follow the above rules and regulations will have a Bus Conduct Report sent to their principal. Continued disregard for the rules and regulations will result in losing the privilege of riding the bus.

OUTLINE OF DISCIPLINE PROCEDURE

Students receiving a written Bus Conduct Report:

- Verbal discussion of violation.
- One (1) day removal from the bus.
- Three (3) day removal from the bus.
- Five (5) day removal from the bus with a meeting with parents and building principal.
- Removal from the bus for either fifteen (15) days or the rest of the semester/school year.
- At the end of each semester the student will begin with a new discipline record.

The only exceptions are:

- Fighting: Automatic removal from the bus for both students for 3 days.
- Weapons: Automatic removal from the bus as per school law/district policy.

All bus suspensions are effective the following day. The student will ride the bus home and the suspension will start the following morning. The parent is responsible to provide transportation to and from school for the student suspended from the bus. The bus conduct report will indicate the date by which the student may resume riding the bus.

SECTION 504 PROGRAMS FOR STUDENTS WITH DISABILITIES

N O T I C E

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who:

> Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The school has the responsibility to provide adjustments, modifications and provide necessary services to eligible individuals with disabilities.

The Flushing Community Schools acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

NON-DISCRIMINATION POLICY

It is the policy of the Flushing Community Schools that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment. The grievance procedure is as outlined in the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and/or Section 504 of the Rehabilitation Act of 1973.

Any questions concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973 should be directed to:
Jason Melynchek, Deputy Superintendent, Flushing Community Schools, 522 N. McKinley Road., Flushing, MI, 48433, (810) 591-1184 or Michelle Barrett, Executive Director of Curriculum, Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433, (810) 591-1187.

GRIEVANCE PROCEDURES

for
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

Section I

If any person believes that the Flushing Community Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: Michele Blair, Associate Superintendent, Flushing Community Schools, 522 North McKinley Road, Flushing, Michigan 48433, (810) 591-1184.

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps:

Step 1

The written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Right Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate 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 Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall 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 shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20201. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Dept. of Education, Washington, DC 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

ANTI-HARASSMENT

5517 - **ANTI-HARASSMENT**

General Policy Statement

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

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;

B. threats;

C. intimidation;

D. stalking;

E. cyberstalking;

F. cyberbullying;

G. physical violence;

H. theft;

I. sexual, religious, or racial harassment;

J. public humiliation; or
K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.

H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.

J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.

K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

M. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.
Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District’s Anti-Harassment Compliance Officer(s) (hereinafter, “the Compliance Officer(s)”):

Jason Melynchek
Deputy Superintendent
810-591-1184
522 N. McKinley Road
Flushing, MI 48433
jason.melynchek@flushingschools.org

Alex Keesling
Executive Director of Special Services
810-591-2321

409 Chamberlain
Flushing, MI 48433
alex.keesling@flushingschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (3) to the Superintendent or other District-level employee; and/or (3) directly to one (1) of the Compliance Officers.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one (1) or more of the following:

A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.

B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.

C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/ designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/ designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/ designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/ designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.
Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal
Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

SAFE SCHOOLS POLICY

Flushing Community Schools have a comprehensive "School Safety Plan" in compliance with Public Act 102. Included in each building's plans are the "Reportable Incidents" and "Responses Protocol" procedures to follow.

Safe Schools Policies were approved by the Flushing Board of Education on June 13, 2023.

REPRODUCTIVE HEALTH AND FAMILY PLANNING

2414 - **REPRODUCTIVE HEALTH AND FAMILY PLANNING**

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.
For a class in which the subjects of family planning or reproductive health are discussed, the District shall notify the parents of the fact that the student will be enrolled in the course and notify the parents about the content of the instruction. Parents shall be given prior opportunity to review the materials to be used (other than tests) and shall be advised in advance of the parents' right to have their child excused from the instruction.
Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal
A.C. Rule 388.273 et seq.
M.C.L. 380.1169, 380.1506, 380.1507