



Mott Middle College

Student/Parent Handbook

2026-2027

Welcome to Mott Middle College
2026-2027

Congratulations and welcome to Mott Middle College. As a program of the Genesee Intermediate School District, we are proud of the opportunities that Mott Middle College affords our students.

Our entire faculty is committed to ensuring that you, the student, enjoy a meaningful experience as you begin the journey to your future career. Mott Middle College (MMC) provides a challenging environment where all learning and teaching will ensure the opportunity to experience college credit through dual enrollment. We encourage you to assume personal responsibility by being committed to rigorous work, asking critical questions, and taking advantage of the numerous opportunities available to you at MMC.

We believe that Mott Middle College graduates can find success "anywhere in the world." We hope you are as excited about your possibilities as we are! If you have a question or need some help, please stop by and see me. I am looking forward to a great school year!

Sincerely,
Robert McAllister, Principal of Early Colleges



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SCHOOL INFORMATION

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MOTT MIDDLE COLLEGE INFORMATION.....	9
INTRODUCTION	9
Mission.....	10
Learner Outcomes	10
ACADEMICS	11
Grading System	11
Reporting Procedures for Grades	11
Parent VUE.....	11
Honor Roll	11
Transferring Credits to Mott Middle College.....	11
High School Graduate Awards	12
Middle College Graduation Requirements	13
Graduation Ceremony	14
Not Meeting Graduation Requirements.....	14
Assessments.....	14
Course No Credits	14
Counseling Support.....	15
Dual Enrollment Expectation & Responsibilities	15
Class Changes.....	16
Re-Enrollment.....	16
GENERAL SCHOOL INFORMATION.....	17
Acceptable Use Policy (AUP).....	17
Attendance.....	17
Classroom Privilege.....	18
Lunch/Breakfast Time	18
School Closing Information.....	19
Closed Campus Policy	19
Debts/Fines.....	19
Restorative Circles	19
Focus Group	19
School Dances	19
Cell Phones, Wireless Communication Devices (WCDs), and Electronic Devices.....	20
Wireless Communication Devices Use During an Emergency	21
Off-Campus Events	21
Transportation Conduct.....	21
Parking/Driving	22
Driving Violations	22
Riders	22
Vehicle Theft/Vandalism.....	23
Dress and Appearance	23
Student Identification (ID) Badges.....	23
Public Display of Affection (PDA)	24
Media Release/Classroom Photo Use.....	24
Plagiarism-Cheating	24
Extracurricular Activity.....	24
Student Visitors.....	25
Student Fundraising.....	25

Mott Middle College

2026-2027 STUDENT HANDBOOK

Audio/Visual Recordings	25
Removal/Banning from School Property	25
District Web Site	25
Weapons	26
Weapons-Free Zones	26
Asbestos Notice to Parents/Guardians/Students/Staff.....	27
Annual Notification of Pesticide Applications	28
RIGHTS AND RESPONSIBILITIES	29
Speech.....	29
Press.....	29
Assembly	29
Personal Appearance	30
Student Activities	30
Student Property.....	30
Privacy-Student Records.....	30
Privacy-Age of Majority	30
Responsibilities of Students.....	31
Responsibilities of Parent/Guardians	31
Responsibilities of Teacher	31
Responsibilities of Board of Education	32
STUDENT RECORDS	32
Annual Notification of Rights and Designation of Directory Information	32
Address Confidentiality Program Act.....	35
Armed Forces Recruiting.....	35
Genesee Intermediate School District (GISD) Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	35
STUDENT SAFETY AND HEALTH	37
Epinephrine Auto-Injectors (Epi-pens)	37
Concussions	37
Use of Medication.....	37
Notification of Medical Condition.....	38
Notification of Change in Health Status.....	38
Illness and Injury Procedure	38
Child Abuse or Neglect.....	39
Student Health, Well-Being, and Suicide Prevention	39
Monitoring of Software/Technology	40
Raptor Visitor Management System.....	40
School Resource Officer (SRO) Partnership/Collaboration.....	40
Student Illness.....	40
Emergency Information	40
ENFORCEMENT OF RIGHTS, RESPONSIBILITIES & RULES	41
Student Conduct and Academic Integrity	41
Discipline.....	41
Definitions of Discipline and interventions.....	41
Restorative Practices	43

Mott Middle College

2026-2027 STUDENT HANDBOOK

Criminal Acts	43
Prohibited Acts.....	44
Student Due Process	56
Emergency Removal	57
Short-Term Suspensions	57
Long-Term Suspensions	58
Closing of Program.....	59
Expulsion	61
Conditions of Reinstatement	62
Counseling.....	63
Behavioral / Academic / Attendance Probation	63
Student Property – Search and Seizure	63
GREVIANCE PROCEDURE	64
Investigation and Complaint Procedure	64
Informal Complaint Procedure	64
Formal Complaint Procedure	65
Non-Discrimination and Access to Equal Educational Opportunity Board Policy 2260	66
Definitions.....	67
District Compliance Officers	67
Reports and Complaints of Unlawful Discrimination and Retaliation	69
Investigation and Complaint Procedure	70
Informal Complaint Procedure	70
Formal Complaint Procedure.....	71
Privacy/ Confidentiality.....	74
Sanctions and Monitoring.....	74
Retaliation.....	74
NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES.....	75
Board Policy 2266	75
Definitions.....	75
Title IX Coordinator(s).....	78
Grievance Process.....	79
Report of Sexual Discrimination/Harassment	79
Formal Complaint of Sexual Harassment.....	80
Timeline	81
Dismissal of a Formal Complaint.....	82
Consolidation of Formal Complaints.....	82
Informal Resolution Process	82
Investigation of a Formal Complaint of Sexual Harassment.....	83
Determination of Responsibility	84
Appeal	85
Retaliation.....	86
Confidentiality.....	87
Cooperation with Law Enforcement Agencies.....	87
STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Board Policy 7540.03)	87
Use of Artificial Intelligence/Natural Language Processing Tools for School Work	89

Mott Middle College

2026-2027 STUDENT HANDBOOK

Agreement for Acceptable Use of Technology Resources (Students Grades 6 and above).....	91
CHROMEBOOK POLICIES AND GUIDELINES.....	96
CHROMEBOOK USER EXPECTATION SIGN-OFF	102
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE.....	104
CHROMEBOOK STUDENT/PARENT USE AGREEMENT	105
MOTT COMMUNITY COLLEGE EARLY ADMIT/DUAL ENROLLMENT HIGH SCHOOL STUDENTS.....	106
STUDENT DIRECTORY INFORMATION OPT-OUT FORM.....	108

Mott Middle College
2026-2027 STUDENT HANDBOOK

MOTT MIDDLE COLLEGE INFORMATION

INTRODUCTION

What Is Mott Middle College?

Mott Middle College is a five-year high school option for high potential youth, combining the best elements of high school and early college experience. The school has been designed to deliver education to all students who possess academic potential. Admission to Mott Middle College is offered to students in grades 9-11. The high school is designed to provide a guidance-based approach to all school experiences with heavy emphasis on overlapping the achievement of a high school diploma with up to 60 dual enrollment college credits.

Mott Middle College high school, a general education program operated by the Genesee Intermediate School District, opened in 1991 on the campus of Mott Community College in Flint, Michigan, with a grant funded by the Charles Stewart Mott Foundation.

THE MOTT MIDDLE COLLEGE FACULTY/STAFF PLEDGE

WE PLEDGE OUR STUDENTS:

To create a learning family

**To encourage critical
thinking**

To promote mastery learning

**To recognize the importance
of feelings**

**To develop and rekindle
human intellect**

**To celebrate the enjoyment
of learning**

**To actively seek challenges
and changes**

**To give support in times of
joy and in times of need**

Mott Middle College

2026-2027 STUDENT HANDBOOK

Mission

Mott Middle College prepares high school students for a successful educational future through the full integration of high school, community college, and career exploration.

Learner Outcomes

1. Self-Directed Learner
 - Take responsibility for your own learning.
 - Practices and extends learning processes.
 - Applies knowledge set goals/plans.
 - Self-evaluates – is aware of own thinking and resists impulsivity.
2. Effective Communicator
 - Expresses ideas clearly, both orally and in writing
 - Demonstrates capable listening and reading skills.
 - Communicates through a variety of mediums and purposes.
 - Communicate with diverse audiences.
3. Creative/Complex Thinker
 - Accesses, evaluates, integrates information.
 - Uses a variety of reasoning strategies for managing complex situations/issues.
 - Generates new ways of viewing.
 - Seeks accuracy & clarity.
 - Perseveres
4. Cooperative Group Member
 - Possesses effective interpersonal skills.
 - Evaluates/manages individual behavior in a positive manner.
 - Participates constructively in cooperative learning groups.
 - Demonstrates sensitivity towards others.

Mott Middle College

2026-2027 STUDENT HANDBOOK

ACADEMICS

Grading System

Students are evaluated on a scale of A, B, C, I, NC, or on rare occasions with counselor approval, W. Students have two weeks to complete course work to remove an "I" (incomplete). If after two weeks the "I" has not been removed, it will become an "NC". A "No Credit" indicates that the entire class must be repeated or a similar class from the same CORE curriculum area must be taken.

A = 4.0	B+ = 3.3	C+ = 2.3
A- = 3.7	B = 3.0	C = 2.0
	B- = 2.7	

Note: I = Incomplete NC = No Credit CR = Credit W=Withdraw

Reporting Procedures for Grades

Mott Middle College follows the college's calendar of semesters to facilitate dual enrollment. Each fall and winter high school semester is further divided into two marking periods. Progress reports are generated in the middle of each marking period. Approximately every four weeks, either a progress report or a report card is generated. Report cards and progress reports are available online through Parent Vue (see below). A hard copy is available by request.

Parent VUE

All parents of Mott Middle College students may access student attendance, progress reports, report cards, and other information any time by going to www.geneseesisd.org, selecting Mott Middle College from the drop-down menu under the schools' tab, and then clicking on the link to Parent VUE. Parents need to obtain an activation key to log in for the first time. Stop by the main office.

Honor Roll

MMC honor roll is determined each grading period. To be on the honor roll for any particular grading period, a student must have a GPA of 3.0 or higher and have zero "No Credits."

Transferring Credits to Mott Middle College

Evaluation of credits from another school (high school or college) to MMC to count towards high school graduation requirements will only be considered when the credits appear on an official transcript from an accredited school. The grade received at the other school will be entered onto the MMC transcript if the credit is accepted. However, only grades equivalent to a C or higher will be taken into account when

Mott Middle College

2026-2027 STUDENT HANDBOOK

calculating the student's MMC grade point average. 9th grade credits are transferred to MMC as "CR" (credit). 10th grade or above are transferred in as C, B or, A. D's are transferred in as "CR."

High School Graduate Awards

COMMUNITY SERVICE AWARDEES - GREEN CORDS

Students graduating with 100 or more documented hours of community service, not including the hours spent on fulfilling the high school graduation internship requirement, earn green cords, which may be worn at MMC's commencement ceremony.

DUAL ENROLLMENT AWARDEES - RED STOLE

Students who earn 24 or more college credits during high school earn a red stole, which may be worn at MMC's commencement ceremony.

HIGH DISTINCTION AWARDEES - GOLD CORDS

Students graduating with an overall high school GPA of 3.5 or higher, and no more than an average of 0.25 credits lost due to NC's per year at MMC, earn gold cords which may be worn at MMC's commencement ceremony.

DISTINCTION AWARDEES - SILVER CORDS

Students graduating with an overall high school GPA of 3.0 to 3.499, and no more than an average of 0.25 credits lost due to NC's per year at MMC, earn silver cords, which may be worn at MMC's commencement ceremony.

Mott Middle College
2026-2027 STUDENT HANDBOOK

Middle College Graduation Requirements

4 credits	English Language Arts (ELA)
4 credits	Mathematics
3 credits	Science
3 credits	Social Studies
1 credits	Health (0.5) & Physical Education (0.5)
2 credits	Visual, Performing or Applied Arts
2 credits	World Language (other than English) or equivalent learning experience grades K-12
.5 credit	Online Experience
.5 credit	Internship/Career Project/Career Experience
2 credits	Electives or Dual Enrollment that come from the 15 credits required for MEMCA

Students must complete state assessment (Michigan Merit Exam).

22 TOTAL CREDITS

NOTE: The MEMCA Certificate provides verification among MDE, the school district, and the higher education partner that the graduate has successfully completed each of the following:

- a) The State of Michigan Merit Curriculum high school graduation requirements.
- b) A member school's MEMCA approved College Readiness Curriculum.
- c) A minimum of 15 transferable college credit hours (non-remedial courses)

AND one of the following options:

- 100 hours of verified community service
- A minimum of 40 hours of verified career exploration, internship, job shadowing, or clinical experience.
- A combination of the two that equals 70+ hours.

Mott Middle College

2026-2027 STUDENT HANDBOOK

Graduation Ceremony

Walking at graduation is a privilege. While meeting all of the above requirements qualifies the student to graduate with a High School diploma, it does not guarantee that they will walk in the graduation ceremony. Walking at graduation is at the discretion of the principal.

Not Meeting Graduation Requirements

Students in jeopardy of not meeting graduation requirements for spring graduation will be notified in the following manner:

1. In January, a letter of communication will be sent home to parents addressing the concerns and credits/classes needed to graduate the student.
2. The counselor will continue to monitor progress towards graduation and will meet with the student during 2nd semester (per university/college FERPA laws, it is the student's responsibility to communicate with their school counselor on the progress of their college course work) and counselors will communicate with parents on that progress.
3. A meeting will be set up no later than the end of February with the following individuals: counselor, administrator, parents/guardian, and student to discuss academic progress towards graduation.
4. Students and Parents will be given final notification in early May to determine if requirements have been met.
5. Students who have not met the graduation requirements will not graduate and will not be allowed to walk. Counselors will work with students to plan for credit recovery needed.

Assessments

Normally, a semester assessment or its equivalent is given in each course at the end of each semester. The assessments are designed to test the cumulative knowledge of the completed course. Assessments are an important part of the learning experience. Each student is expected to complete assessments. Failure to do so may result in an "incomplete," a reduction of the course grade, or a "no-credit." In addition to course assessments, MMC students are required to take various standardized state and/or national assessments.

Course No Credits

If students are experiencing difficulties in any subject, it is their responsibility to seek assistance. Students should check with their instructors to determine a time that would be convenient for them to receive additional instruction and/or make-up work. Multiple "No Credits" may jeopardize the student's readmission.

Mott Middle College

2026-2027 STUDENT HANDBOOK

Counseling Support

Qualified counselors are on staff and is prepared to help students with concerns that they may have. If the guidance staff believes that outside professional counseling is in the best interest of the student, the family will be furnished with a recommended list of referrals from which to choose.

Seminars and/or support groups have been developed to assist students with a variety of personal and academic challenges. Groups meet throughout the school year so that the students can have access to counseling, speakers, tutoring, and a variety of support services.

Dual Enrollment Expectation & Responsibilities

Students will enroll in Mott Community College in a sequenced manner under the advisement of their counselor based on college readiness factors. The number of credits for fall, winter, and spring semesters are determined by progress (grades/attendance/behavior in high school and current college courses). College readiness factors that may affect continued MMC student's status, the number of dual-enrolled credits a student may enroll in each semester, and subsequently each calendar school year include, but are not limited to:

1. Previous Academic Performance – Students who obtain less than a 2.0 in a college or high school course will be directed to enroll in less credits to increase his/her opportunity for academic success. Academic success is measured by receiving a grade of 2.0 or better in every high school and college course. Both “I” and “NC” grades in high school and “NS”, “NE”, “U”, or “W” in college courses are considered less than successful academic performance.
2. Dual-Enrolled Courses Dropped – Courses may not be dropped after the fourth (4th) school day after a college semester starts.
 - a. Students petitioning for administration approval to drop/withdraw from a course after the designated drop date must provide the following:
 - i. Copy of college Attendance
 - ii. Copy of communication with college instructor
 - iii. Proof of tutoring attendance
 - b. Students will only receive one approval for a dropped/withdrawn college class during their duration of time at MMC.
 - c. Dropping dual-enrolled courses will lead to enrollment in additional high school courses that fulfill high school graduation requirements, academic enrichment, and full-time student status.
3. Behavior Concerns – A student who engages in prohibited behavior(s) identified in the MMC Student Handbook will take fewer credits to prevent the likelihood of such behavior occurring in college courses. A student who receives a Code of Conduct at the college will not be allowed to take college courses.

Mott Middle College

2026-2027 STUDENT HANDBOOK

4. Parent Responsibility - Parents/students will be required to pay for tuition, fees, and other associated costs if:
 - a. The student enrolls in courses or withdraws from courses without Mott Middle College counselor or principal's written approval.
 - b. The student repeats the same courses/credit hours for the 3rd time.

Students who dually enroll in any manner described above must pay tuition, fees, and associated expenses directly to Mott Community College, Prah Center no later than one day before the last drop date (with no charge). An administrative drop of dual-enrolled courses reduces the number of college courses/credit hours a student will be allowed to take in subsequent semester.

Class Changes

Class changes are initiated by the student's focus group leader. These changes may be done during the first week of the fall and winter semesters. Only under the most unusual circumstances will a student be allowed to make any adjustments in his/her schedule after that deadline, or during Spring semester. All class changes are requested in formal add/drop forms. Students are expected to attend their scheduled classes until they receive a new schedule.

Re-Enrollment

All MMC Students and parents are required to participate in an annual re-enrollment process. Re-admission for the following school year is dependent on successful completion of the individualized re-enrollment requirements (which includes a review of credit accumulation, attendance, and behavior).

GENERAL SCHOOL INFORMATION

Acceptable Use Policy (AUP)

Students will be required to sign an AUP annually. The AUP governs the acceptable use of networks, computers, internet services, and any electronic devices owned or operated by the GISD or MMC.

Attendance

State law requires that a student must attend school until they are 18 years of age. The Board of Education of the Genesee Intermediate School District strongly supports a policy of utilizing every resource available to support regular attendance with the goal of encouraging all students to reach maximum potential in all areas of development.

To benefit from the primary purpose of the school experience, it is essential that each student maintain regular and punctual daily attendance in all assigned classes. Consistent attendance is necessary for learning and academic achievement, as well as for developing habits of punctuality, dependability, and self-discipline. The purpose of the attendance procedures is to help students develop these essential life skills and to maintain academic standards.

In order to carry out an effective attendance policy, the attendance procedures must be consistent throughout Mott Middle College.

- In accordance with Board Policy 5200 and Administrative Guidelines:
- After five (5) consecutive absences or, or a total of ten (10) absences, the parent/guardian will be notified.
 - After seven (7) unauthorized or unexcused absences, a certified letter outlining the requirements of the Compulsory Attendance Law will be issued.
 - After ten (10) unauthorized or unexcused absences, the parent/guardian and/or student will be required to attend a school-based meeting.
 - If attendance concerns continue, the District may refer the matter to the Genesee Intermediate School District Attendance Liaison Officer for mediation and may pursue legal remedies under the Michigan Compulsory School Attendance Act.

Suspensions and medically documented absences are not counted as unauthorized absences.

The student and/or parent/guardian shall:

- Notify MMC when the student is absent by calling (810-232-8530) or sending in a note of excuse within 24 hours of the absence.
- Have the student contact the teacher on the day of absence using methods established at the start of the school year.
- Approach the teacher upon returning to school to get work that can be made up.

Mott Middle College

2026-2027 STUDENT HANDBOOK

- Provide MMC with official documentation for absences due to medical reasons, court, or funerals in order to have the absence excused.

The teacher shall:

- Keep accurate individual class attendance records using Synergy.
- Focus group leader will identify students having 5 unexcused absences or if unexcused absences are more than 10% of the total school days to date, then contact the parent/guardian, and place the student on an attendance card. All telephone calls, letters, and contacts regarding students relative to attendance should be documented by the teacher.
- The focus group leader will report to the administration regarding the progress of students on an attendance card.
- Notify the administration if significant improvement is not shown after steps 1, 2, and 3.

The administration shall:

- Print bi-weekly attendance reports.
- Notify the student's parents or legal guardian by telephone that additional absences have been incurred since the teacher called and/or formal notification was sent by Mott Middle College. Student privileges may be restricted.
- Schedule parent meeting to place student on attendance probation; truancy officer will also be notified.
- Document all of these contacts with parents and keep accurate records of the attendance conferences with the student.

Classroom Privilege

Each instructor has the right to determine which privileges will be extended in his/her class. Privileges may not be the same in each class; however, classroom privileges may not conflict with the Mott Middle College Student Handbook. It is each instructor's responsibility to discuss classroom privileges at the beginning of each semester and/or learning activity.

If it becomes necessary for a student to leave class, the student should get written permission from the instructor. Such a need should not be a daily occurrence. If a student fails to return in a timely manner or leaves class daily or several times during a class period, the student will lose the privilege of being able to leave class.

Lunch/Breakfast Time

Students may bring their lunches to school and eat in student lounges and some classrooms. Food may be purchased at MCC eateries. MMC's school meal program is provided at MMB 1115. Students with 6 more college school credits and parental permission may choose to leave campus for lunch. Students with fewer than six high school credits will not have any off-campus privileges. Students are responsible for cleaning up their eating area. When students are not considerate of others, the entire Mott Middle College family suffers.

Mott Middle College

2026-2027 STUDENT HANDBOOK

School Closing Information

In the event of inclement weather, our classes are closed only if either Genesee Intermediate School District (listed as Genesee ISD) and/or Mott Community College are closed. This means that the main office is not open and high school classes are not in session. The closing of Flint Community Schools or other local districts does not affect our program. In the event that MMC is closed, but the college is still in session (i.e., Genesee ISD is closed but Mott Community College is not closed) MMC students are still responsible for attending any college class they are enrolled in. However, students in consultation with their parent/guardian should exercise good personal judgment when deciding if the roads are safe for the student to travel to campus.

Closed Campus Policy

MMC is a closed campus, as are all public K-12 schools. Students are not allowed to bring babies/visitors/relatives to class. Any student that is on a closed campus without permission will be considered loitering and will be referred to as a Police Liaison Officer.

Debts/Fines

Students are required to clear up all debts/fines before registering for the next semester. By returning all high school and college textbooks, library books, supplies, etc., late fees and fines can be avoided. Graduation requirements include clearance of all debts and/or fines.

Restorative Circles

In MMC's attempt to prevent conflicts from escalating, MMC has staff who serve as Conflict Mediators, many of whom have been trained in Restorative Justice practices. Students who are experiencing problems may request the assistance of Conflict Mediators, or they may be referred by staff members for a restorative circle. The Mediators have proven to be very effective in resolving problems.

Focus Group

All students are assigned to a Focus Group during the admission process. At the end of a semester, students may request a change. A change may be granted after an administrative review and/or if space is available in the group requested. Focus Group Leaders are vital to the success of Mott Middle College. Students and parents are encouraged to maintain close contact with the Focus Group Leader. Contact the Focus Group Leader whenever the students/parents feel they can help with any problems the student may be experiencing. The Focus Group Leaders will also contact the students' family whenever they feel it is necessary.

School Dances

Occasionally, MMC faculty sponsors a school dance. These dances are designed for MMC students. If a student wishes to bring a guest, a special permission slip must be completed and signed. This permission slip includes

signatures of the guest's current high school administrator and their parent. Only MMC 4th and 5th year students may bring guests not currently in high school. These guests cannot be older than 20 years.

Cell Phones, Wireless Communication Devices (WCDs), and Electronic Devices

Students may bring cell phones and other personal electronic devices to school; however, use of these devices during instructional time is prohibited unless specifically approved by a teacher, administrator, or required by a student's IEP, Section 504 Plan, medical need, or other approved accommodation.

During class time, devices must be powered completely off and put away unless a staff member gives permission for an approved instructional purpose. Silent or vibrate mode does not meet this expectation. If a teacher allows the use of a device for a class activity, students may only use the device for the purpose directed by the teacher. Unauthorized use during class time, including texting, social media, gaming, streaming, photography, audio recording, or video recording, is prohibited.

Students may use school-issued technology devices and other District-approved instructional technology as directed by school staff.

Students may use devices before school, after school, during lunch, and between classes as long as the use does not disrupt the educational environment.

Cell phones and other electronic devices may not be used in restrooms, locker rooms, changing areas, classrooms, gymnasiums, or any location where there is a reasonable expectation of privacy. Students may not use electronic devices to harass, bully, threaten, embarrass, record, photograph, or post information about another person without permission.

Field trips, work-based learning placements, CTSO activities, clinical experiences, and other school-sponsored activities are extensions of the classroom. Staff members will provide expectations for device use in those settings.

A teacher or administrator may confiscate a device if a student violates these expectations. Confiscated devices may be held in the office until retrieved by a parent/guardian in accordance with school procedures. Repeated or serious violations may result in disciplinary action, parent/guardian contact, loss of device privileges, confiscation, and/or referral to law enforcement when appropriate.

A student who refuses to surrender a device when directed by a staff member may be subject to additional disciplinary action.

Students are responsible for the care and security of personal devices brought to school. The District is not responsible for lost, stolen, or damaged devices.

Wireless Communication Devices Use During an Emergency

During sudden or unexpected emergency situations that may pose serious health or safety threats, including severe weather, fire, medical emergencies, active assailant or intruder situations, or law enforcement activity on or near school property, students may use personal wireless communication devices to contact a parent/guardian or for safety purposes, provided that such use:

- Does not interfere with emergency procedures or the District's Emergency Operations Plan
- Follows all directions and instructions provided by school staff or emergency responders
- Does not compromise the safety of students, staff, or others
- Does not involve sharing unverified, confidential, or tactical information that could endanger individuals or disrupt emergency response efforts

Important: School officials may temporarily limit or restrict device use during an emergency when necessary to maintain safety, support emergency response efforts, or ensure an effective emergency response.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by GISD rules and regulation and are subject to the authority of GISD officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or expulsion.

Any student's conduct occurring away from school premises that has a direct and immediate effect on MMC's school discipline, general safety, or welfare may result in disciplinary action.

Transportation Conduct

The school may provide an MTA bus pass to those students requesting one. Any student with seven (7) or more unexcused class periods (not days) during the calendar month loses his/her bus pass privilege for the next month. The student may earn bus pass privileges back. All school rules and expectations apply to bus stops, bus terminals, and while riding to and from school. When a student is waiting for transportation and/or steps aboard a bus or other transportation services provided by the district, he/she is considered to still be in school and as such is in an "extended classroom." Because of this, the student is subject to all the rules, rights, and responsibilities of this Student Handbook and the Student Code of Conduct, including the special rules for health and safety while on the bus.

The following guidelines and disciplinary action will be enforced when students ride MTA:

1. Any student caught fighting while riding an MTA bus, or in the bus terminal, will have the MMC program closed to them. This action is subject to appeal and review by the discretion of the principal.
2. Any student found loitering (remaining around a school facility or the MTA terminal) will be suspended. The student's bus pass will be taken away and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.

Mott Middle College

2026-2027 STUDENT HANDBOOK

3. Any student illegally using a bus pass or allowing another student to use a bus pass will be suspended. The student's bus pass will be taken away and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.
4. Any student involved with or carrying a weapon on an MTA bus will be subject to the same disciplinary policy as students who are found with a weapon in school, up to and including expulsion.
5. Any student involved in disorderly conduct (such as loud, disruptive behavior, using abusive or foul language, and failure to follow instructions of those in authority, etc.) while riding an MTA bus or on MTA property will be suspended. The student's bus pass will be taken, and the student will lose the privilege of riding MTA buses free of charge.
6. Any student who is suspended for reasons other than those listed above will have his or her bus pass taken away and lose the use of the pass for the duration of the suspension.
7. Unless special transportation is required by an IEP, Mott Middle College has no legal obligation to transport students or pay for transportation for students.

Parking/Driving

When students opt to drive to school, they should plan to arrive early enough to find a parking place in approved lots only. Students who park in restricted areas will receive a fine, plus a clearing fee from the college. MMC students should park in the college parking ramps or the paid parking lot. All student vehicles parked on campus are subject to possible searches if there is reasonable suspicion that the student has violated the student handbook. Students are not permitted to drive to and from field trips. They must use the transportation that is provided for the entire group (unless they have special administrative approval).

Driving Violations

Students are expected to drive safely at all times. Reckless driving on school property or while attending a school-sponsored activity may result in loss of driving privileges and/or disciplinary action consistent with the Student Code of Conduct. Conduct involving a motor vehicle that substantially disrupts or materially interferes with school operations may also result in disciplinary action and revocation of parking privileges. Serious driving violations may be considered civil and/or criminal infractions and may result in a traffic ticket and/or court appearance.

Riders

Students who drive to school are responsible for the behavior of any passengers in their vehicle while on school property. Riders must follow all school rules and directions from school staff. Unsafe behavior in vehicles, including but not limited to excessive passengers, reckless conduct, or failure to follow school parking procedures, may result in suspension or revocation of driving privileges.

Students requesting permission to ride with another student to and from school must complete a "Riders Permit Form" from the office, return it, and have the request approved before riding with a friend.

Vehicle Theft/Vandalism

Report any incident involving a vehicle to the office. MMC is not responsible for lost or stolen items or for vandalism to vehicles.

Dress and Appearance

It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. Dress and appearance of all students impact the educational environment. What a student wears to school can influence attitudes, academic performance, and behavior. A student's personal grooming and manner of dressing should be conducive to a good educational environment and appropriate for an employment environment as related to MMC.

A student shall not dress or groom in a manner which:

- present a hazard to the health or safety of the student or to others in the school;
- interferes with school work, creates disorder, or disrupts the educational environment;
- cause excessive wear or damage to school property;
- prevent the student from achieving educational objectives because of blocked vision or restricted movement.
- Clothing and/or accessories with profanity, vulgar or obscene suggestions are not permitted. In addition, items with sexual overtures or promoting prohibited substances such as drugs, alcohol, or tobacco are forbidden.

MMC programs may have additional dress and appearance requirements that could include uniforms or a specific dress code. Instructors will detail information on class-specific dress requirements within the first week of class. Failing to follow the instructor's guidelines may result in a reduction of Career Readiness points and/or disciplinary action. Instructors will inform students if sending school spirit wear and/or costumes are permissible in their programs.

Student Identification (ID) Badges

All students at Mott Middle College (MMC) are required to wear or carry their school-issued ID badges while on campus.

- Students are expected to visibly wear their MMC ID badge while on the high school campus.
- Students are expected to use an ID Badge holder that clearly displays the ID.
- Students are expected to wear the badge above their waist, below their shoulders, and typically in a lanyard and ID Badge sleeve.
- While attending college courses, students are not required to wear their ID badge visibly but must have it on their person at all times.
- The badge may be stored in a backpack, wallet, coat, pocket, or other personal item.
- Students must be able to present their ID badge upon request by any school or university official.

- Lost or damaged badges must be reported immediately to the school office. A replacement badge may be issued for a fee.
- Students may not alter, deface, or lend their ID badge to others. Doing so may result in disciplinary action.

Public Display of Affection (PDA)

As in the workplace, public displays of affection are not appropriate at MMC. Holding hands and briefly hugging are permitted. Kissing, long embraces, and caressing are not acceptable. Students who engage in this behavior will meet with an administrator and may be subject to discipline

Media Release/Classroom Photo Use

Media releases will be issued only by the Associate Superintendent, Communications, and Development with approval of the Superintendent. A student's picture will be used only with prior written parent/guardian approval.

Plagiarism-Cheating

Claiming to be the author of another's work or dishonestly using resources to potentially improve a grade is wrong. Cutting and pasting words/sentences into an assignment without accurately quoting and citing the source is plagiarism. Students caught cheating, helping others to cheat, or engaging in academic dishonesty, including the unauthorized use of Artificial Intelligence (AI) tools, will be disciplined with a loss or reduction of credit on the assignment and career readiness points as decided by the instructor and administrator. Parents or guardians may be notified when a student is suspected of or found responsible for academic dishonesty. Repeat behavior may result in the student's exclusion from future class projects (clinical) and/or dismissal from MMC.

Extracurricular Activity

GISD programs sponsor many excellent extracurricular functions, and we urge student participation in them because of their overall value.

Once students are in attendance at any after-school extracurricular function, they are expected to remain at the activity until its conclusion unless other arrangements are made by the parent/guardian (except in emergency situations, approved by the sponsor.)

All school rules apply at any school-related event. Any student who does not conduct him/herself in accordance with school rules may lose the privilege of attending further activities. A student, while on suspension, shall not participate in or attend any school-related activity, function, or event, held on or off school property, without permission of a building administrator.

Student Visitors

Students at sending schools who wish to experience a day at MMC to help them decide on future enrollment may visit with a currently enrolled student. A "Student Visitation Form" must be completed by the instructor and endorsed by a sending school representative before the visitation can occur. This form should be returned to MMC's office. All student visits must be scheduled one week in advance. On the day of the visit the guest student must report to the office to register and pick up a VISITOR'S PASS. It is extremely important that classroom activities are not interrupted. Unscheduled visitors in the classroom will not be allowed.

Student Fundraising

Students participating in school-sponsored groups and activities may be allowed to solicit funds from other students, staff members, and members of the community as approved by the principal. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Audio/Visual Recordings

No student, parent/guardian, or visitor shall be allowed to videotape students or staff members while on school property or in attendance at school-sponsored or school-related events to which the public is not invited, without the prior approval of administration. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board Policy 9160 - Public Attendance at School Events.

Removal/Banning from School Property

A person, including a parent, may be banned from going onto school property in order to preserve order in the educational process or to protect students from potential harm. In accordance with the Michigan Sex Offenders Registrations Act, registered sex offenders shall not reside, work, or loiter within a school safety zone GISD reserves the right to require that a parent/guardian on the sex offender registry be accompanied by a GISD chaperone while on school property.

District Web Site

Much of the information found in this handbook is based on GISD Board Policies. Parents may use this up-to-date resource to find all-encompassing GISD information. You will find a general overview of any school in GISD. You will also find legal notices, special events, and board policy information regarding the Genesee Intermediate School District at the following: www.geneseeisd.org/insidegisd/boardofeducation

Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of GISD for the purpose of school activities approved and authorized by GISD, including, but not limited to: property leased, owned, or contracted for by GISD, a school-sponsored event, or in a GISD vehicle.

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 people. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. The term "dangerous weapon" shall include a firearm (including a starter gun or pistol except as referenced in Board Policy 5772.01) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles or, any other weapon as outlined in 18 USC 921. This policy also prohibits any electronic device or spring/manually loaded device that inflicts or causes pain or suffering, including BB pellets, paintballs, and bows, unless the device is required for curriculum or coursework and has the approval of the Superintendent. When this is the case, the approved staff shall be required to adhere to the appropriate safety standards. Additionally, a detailed inventory should be maintained at all times.

The Superintendent will refer any student who violates this policy to the student's parent/guardian and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including permanent expulsion from a GISD program.

Weapons-Free Zones

The Board of Education, operating within their legal duty to ensure student safety while at school, in route to school, or at school sponsored activities, and an educational environment free from disruption, declares all properties owned or leased by GISD as Dangerous Weapon and Disruption-Free Zones.

No student in possession of a dangerous weapon will be allowed to remain on property owned or leased by GISD at any time, including but not limited to when students are at school, in route to or from school or at a school sponsored activity in accordance with this policy to maintain the least disruptive educational environment and to ensure the safety and welfare of students.

This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies.

Mott Middle College

2026-2027 STUDENT HANDBOOK

This prohibition further does not apply to persons properly licensed to carry a concealed weapon in the following circumstances only:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon in a vehicle on school property if s/he is dropping the student off at the school or picking up the student from the school and any person properly licensed to carry a concealed weapon may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

Asbestos Notice to Parents/Guardians/Students/Staff

Each year, the Genesee Intermediate School District must notify parents, guardians, students, and staff that we have complied with State and Federal regulations pertaining to asbestos inspections and review.

The AHERA regulation requires surveillance of the condition of asbestos-containing material (ACM) every six months and reinspection every three years. The last re-inspections were conducted on, December 29, 2025 by our environmental consulting firm, Nova Environmental, Inc. The next re-inspections will be scheduled on December 29, 2028. The next six-month periodic surveillance is scheduled for June 29, 2026. The re-inspection and periodic surveillance will be incorporated as part of the management plans.

GISD buildings are in excellent condition with respect to asbestos. All the areas requiring operation and maintenance activities identified in the last re-inspection have occurred.

Parents, guardians, students, and staff should be aware that building reports, located in each principal's office, are available for review at any time.

Annual Notification of Pesticide Applications

Each year GISD must notify parents and guardians of the use of insect spray in the facilities. GISD contracts with Rose Pest Solutions for any and all pest application. All required postings, prior to any applications, are made at the main entrance and one common area within the building. All necessary records of applications and necessary Safety Data Sheets are maintained at each facility and are available upon request.

State of Michigan law requires schools and day cares that may apply pesticides on school or day care property to provide an annual notification to parents or guardians of students attending the facility.

Please be advised the Genesee Intermediate School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM uses a variety of techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for pesticide applications. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school or day care will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide, or herbicide, other than a bait or gel formulation, that is made to the school or day care buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school or day care will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least two methods at least 48 hours before the application. The first method will be by posting at the main entrance to the school/day care center. The second method will be by:

- Posting in a public, common area of the school or day care, other than an entrance. We will post in same location as other mandated employment and public information.

Parents or guardians are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first-class United States mail postmarked at least three days before the pesticide application if requested. If you prefer to receive the notice by first-class mail, please contact Jeff Jansen, Director of Operations, by email at jjansen@geneseeisd.org

Parents or guardians may review the school's IPM program and records of any pesticide application(s) upon request. Contact Jeff Jansen, Director of Operations, by email at jjansen@geneseeisd.org

RIGHTS AND RESPONSIBILITIES

Speech

Every student has the right to express their opinion either verbally or symbolically as long as it does not cause a material or substantial disruption to the educational process. A school instills the habits and manners of civility. It is a highly appropriate function of a public-school education to prohibit the use of vulgar and offensive terms in public discourse. Speech that undermines a school's basic educational mission may be subject to discipline.

Press

School-Sponsored Publications: Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or designee.

Non-School-Sponsored Publications: Students who edit, publish, and/or wish to distribute non-school-publications (handwritten, printed, or duplicated matter) among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution, or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process.

The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as:

1. causing material and substantial interference to the educational environment.
2. obscene or containing indecent or vulgar language.
3. defamatory or libelous.
4. invading the privacy of another person.
5. offensive, discriminatory or harassing to a person's race, religion, ethnicity, gender, sexual orientation or gender identity, handicap, national origin, or other protected class under federal or state law.
6. encouraging illegal activity or violation of school rules

Assembly

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which would materially and substantially disrupt schoolwork or discipline. Behavior that results in the disruption of the educational process, includes unauthorized protest, or violating any of the previously mentioned standards may result in disciplinary action by Mott Middle College.

Personal Appearance

Students have the right to determine their pattern of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school.

Student Activities

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

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

Student Property

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry and other items, which could be stolen, damaged, or prove disruptive to others. If valuable personal property is brought to school, the student is responsible for its safekeeping. The search of student property is outlined in the GISD's search and seizure policy, and references made in this document under search and seizure. Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education. Expectations for students and adults meet the highest expectations to act and behave responsibly and respectfully. The primary responsibilities of each group are listed below:

Privacy-Student Records

It is the responsibility of the school to protect the students' privacy. Disclosure of information from student permanent records should serve legitimate and educational needs.

Access to permanent student records is available, in consultation with school officials, to authorized school personnel, to the student's parent or legal guardian, to eligible students, and to the students who have reached the age of majority. Access to transcripts of permanent student records may be available to persons or agencies outside the school with consent of the students, if of legal age, or with the consent of parents or legal guardian, or by court order of subpoena.

Student records will be compiled, preserved, and accessed in conformity to state and federal statutes.

Privacy-Age of Majority

The Board of Education recognizes when a student reaches the age of majority (18 years) or is declared an emancipated minor by a court of competent jurisdiction, that student is afforded all the rights and privileges of adulthood. When a student with a disability reaches the age of majority, rights of the parent transfer to the student unless the student has been determined to be incompetent under state law or has been determined not to have the ability to provide informed consent with respect to his/her educational program. However, all school rules still apply.

The Michigan Department of Education has stated that rules may be made by the state, local boards of education, teachers, and principals, and those rules may be enforced reasonably against all who are in the school setting, regardless of age. Those rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools, including rules about student conduct. A student attending school, regardless of age, is covered by board policy, which is published on the ISD's website. Eighteen-year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports. To excuse absences, sign permission slips, etc., students must complete an "Age of Majority" form found in the office. The Michigan compulsory attendance age is 18.

Responsibilities of Students

1. Attend school regularly, on time, and prepared to learn to the best of their ability.
2. Respect the rights and feelings of others.
3. Respect the property of others, including school property for which parents have paid through taxes.
4. Follow the requests, instructions, and directions of school personnel and to contribute at all times to the peace and tranquility of the school.
5. Communicate ideas for improvement of the school through representative student government and appropriate staff.

Responsibilities of Parent/Guardians

1. Assist your child in attending school regularly and on time.
2. Provide for your child's health, personal cleanliness, acceptable grooming, and suitable dress.
3. Listen to, consult with, understand, and trust your child.
4. Work with school personnel and community groups to communicate concerns which may interfere with a child's education.
5. Teach your child to respect lawful procedures and the rights of others.
6. Encourage, be responsible for, and insistent upon your child's understanding and development of self-reliance and independence.

Responsibilities of Teacher

1. Respect the individuality of students.
2. Assist students in becoming self-reliant and independent.
3. Work with parents, students, and school staff to provide for positive change.
4. Know and enforce consistently and fairly the rules of the individual school and the policies of the district.
5. Notify parents when a student may be failing the course (i.e., progress reports, parent conferences, report cards, and telephone calls).

Responsibilities of Board of Education

1. Hold the Genesee Intermediate School District Superintendent and the school employees responsible for the fair and consistent application of policies of the Board of Education.
2. Work to adopt clear, understandable policies that enforce the goals of the school system, and
3. Maintain open communication with all segments of the community to foster attainment of the best possible educational environment.
4. Adopt policies that clearly promote and provide for a safe and orderly school environment.

The Mott Middle College handbook, once approved by the GISD Board of Education, becomes GISD Board Policy.

STUDENT RECORDS

Annual Notification of Rights and Designation of Directory Information

Each year the Genesee Intermediate School District (GISD) is required to give notice of the various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA") and Section 1136 of Michigan's Revised School Code. The term "eligible student" refers to a student who is "emancipated", eighteen (18) years of age or older, or attending a post-secondary institution. "Emancipation" is defined under MCL 722.1 as "the termination of rights of the parents to the custody, control, services, and earnings of the minor. In accordance with FERPA and state law, you are notified of the following:

1. Right to Inspect: You have the right to inspect and review your education records maintained by or at the Mott Middle College within forty-five (45) days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. Right to Request Information You have the right to request in writing the following information:
 - a. Students record information disclosed to any person, agency, or organization.
 - b. The name and contact information of each person, agency, or organization to which the information has been disclosed; and
 - c. The legitimate reason that the person, agency, or organization had for obtaining the information.

GISD is not required to report student information that is disclosed in certain circumstances, outlined in Section 1136(3) of the Revised School Code.

3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your student's privacy. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify:

Mott Middle College

2026-2027 STUDENT HANDBOOK

- the part of the record they want amended
- and specify why it is inaccurate, misleading, or a privacy violation

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written statement in the record.

4. **Right to Prevent Disclosure:** You have the right to prevent disclosure of education records to third parties including recruiters of the U.S. Armed Forces with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA or Section 1136 of the Revised School Code which allow disclosure without prior written consent.

One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the Board as:

- Administrators
- Supervisors
- Teacher or instructors (including substitutes)
- support staff members (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; persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), 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).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA permits schools to comply with court orders addressing child abuse, neglect, or dependency matters without attempting to first notify parents of students.

5. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Mott Middle College to comply with FERPA. The Student Privacy Policy Office in the U.S. Department of Education administers both FERPA and PPRA.

Mott Middle College

2026-2027 STUDENT HANDBOOK

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202- 4605
www.ed.gov/offices/OM/fpco

6. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Office of the Superintendent
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, Michigan 48507-3493
or on the website at www.geneseeisd.org

7. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent/guardian or eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose certain information, known as "directory" information, without consent unless the parent/guardian or eligible student opts out. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
1. a student's name
 2. participation in officially recognized activities and sports

The Superintendent or designee will also develop a list of uses for which the GISD 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 their child's directory information disclosed for one (1) or more of these uses. A parent or an eligible student may also elect, through the GISD opt-out form, to prevent disclosure of any directory information.

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 GISD by a student's parent/guardian, the GISD will not include the student's directory information in any of the opted-out uses as identified on the signed and submitted opt-out form. A student who is at least age eighteen (18) years old or is an emancipated minor may act on their own behalf regarding the opt-out form.

Address Confidentiality Program Act

Parents or legal guardians of students who provided the district with notice that 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 guideline. The act shall disclose the confidential address of the,

Armed Forces Recruiting

The District shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information 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 parent/guardian submits a signed, written request to the GISD that states that the student or parent /guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the GISD officials shall not allow access to the student’s directory information.

Genesee Intermediate School District (GISD) Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

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 student’s parent; or
8. Income, other than as required by law, to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of

a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

GISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. See Board Policy 2416 – Student Privacy and Parental Access to Information. GISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

GISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GISD will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided with reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided with an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination, or screening as described above.

Mott Middle College

2026-2027 STUDENT HANDBOOK

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

STUDENT SAFETY AND HEALTH

Epinephrine Auto-Injectors (Epi-pens)

GISD maintains at least two epinephrine auto-injectors, commonly known as “epi-pens,” in each school building. Trained personnel may administer an epinephrine auto-injector to an individual on school grounds who is believed to be experiencing an anaphylactic reaction, in accordance with State law and District policy. If administered to a student, the parent/legal guardian will be notified.

Concussions

To provide for the safety of students, all applicable programs of the GISD shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth by the CDC (Centers for Disease Control), which shall meet all the requirements of State Law and Department of Community Health guidelines regarding concussion awareness training and protection for youth.

Use of Medication

Students may not possess or use medication at school without proper authorization. Before any prescribed medication may be administered during school hours, the school must receive written instructions from the student’s health care provider and written authorization of the parent/guardian. Both must authorize any self-medication by the student.

A Medication Consent Form must be completed and kept on file in the school office.

Medications must be administered by one (1) adult in the presence of a second adult, except where the individual administering the medication is a licensed nurse (as described in the Michigan Revised School Code, R.C. 380.1178), or when an emergency threatens the life or health of the student.

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 accord with the District's guidelines, if the following conditions are met:

1. there is written approval from the health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the epinephrine and;
2. the building administrator has received a copy of the written approvals from the health care provider and the parent/guardian and;

3. A written emergency care plan prepared by a health care provider with the student and parent/guardian is on file at the student's school. Such 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.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

Before any medication or treatment may be administered, the school must receive written instructions from a licensed health care provider and written consent from the parent/guardian.

Students may possess and self-administer FDA-approved over-the-counter topical products (such as sunscreen) while on school property or at school-sponsored events, with prior written permission from a parent/guardian submitted to the school.

Policy and AG Policy: 5330 Use of Medication

Notification of Medical Condition

Parents are required to notify the school if their child has a communicable disease that may require exclusion from school or pose a health risk to others, in accordance with public health law and District policy.

If a student has a chronic medical condition; for example, allergies/anaphylaxis, diabetes, asthma, seizures, cardiac conditions, or any other condition that may result in treatment or action being required while at school, MMC must be provided with a Health/Emergency Action Plan or other relevant medical documentation.

Notification of Change in Health Status

If a student is injured, has surgery, or undergoes other permanent or temporary changes to health or ability status, MMC must be notified as soon as possible so that appropriate support may be implemented.

Illness and Injury Procedure

In case of illness or injury occurring at school, parents/guardians must provide up-to-date emergency contact information. Students who become ill or are injured while at school should report the situation to the teacher or office immediately. The parent/guardian or emergency contact will be notified. Depending on the severity of the illness/injury, the student may be required to go home. In emergency situations, 911 will be called immediately.

Child Abuse or Neglect

The Michigan Child Protection Law requires that any school administrator, teacher, nurse, counselor, social worker, or childcare worker report all cases of suspected child abuse or neglect on behalf of children under 18 years of age. The law provides legal immunity for such persons acting in good faith and making reports or assisting in any other requirements of the law. Furthermore, school staff must report suspected abuse or neglect of vulnerable adults.

Student Health, Well-Being, and Suicide Prevention

At Mott Middle College, the health, safety, and well-being of all students are our top priorities. We recognize that mental health challenges, including thoughts of self-harm or suicide, can affect students of all ages and backgrounds. These schools are committed to providing a safe and supportive environment where students feel seen, heard, and valued.

If a student reports thoughts of self-harm or suicide, the school will take immediate action to ensure their safety and well-being. As part of this response, parents or guardians will be contacted and required to pick up their child from school. This allows families to provide support and seek appropriate care outside of the school setting. Our goal is to respond with care and urgency while keeping families closely involved in their child's mental health needs.

Prevention and Awareness

To prevent self-harm and suicide, the school will:

- Provide age-appropriate education and awareness programs focused on mental health, coping strategies, and help-seeking behaviors.
- Train staff members to recognize warning signs of emotional distress, self-harm, and suicidal thoughts.
- Encourage students to speak to a trusted adult if they or someone they know is struggling.

Available School Resources

Students and families have access to the following support:

- School Counselor(s): Available during school hours for confidential conversations and mental health guidance.
- School Social Worker: Provides emotional and social support, connects families with community services. Community Crisis Resources
- For after-hours support, students and families can access:
 - National Suicide Prevention Lifeline: 988

Mott Middle College

2026-2027 STUDENT HANDBOOK

- **Ok2Say:** OK2SAY is a confidential way for Michigan students to report safety concerns like bullying, self-harm, or threats. Tips can be shared anytime by phone, text, app, or online, and are handled by professionals who make sure help is provided. Learn more: www.ok2say.com
- **Hope Squad:** Hope Squad is a peer-to-peer suicide prevention program that trains students to recognize warning signs in their classmates and connect them with trusted adults. Hope Squad members help create a safe, supportive school environment where no one feels alone.

Genesee Health System's Mental Health Urgent Care offers immediate, walk-in support for individuals experiencing a mental health crisis.

Monitoring of Software/Technology

We continuously monitor all district owned devices, software, and all activity on devices connected to a GISD network to promote responsible use, protect against cyber threats, and ensure a positive learning environment. The GISD monitors student internet activity for search topics, words, or phrases that may indicate a potential threat to student health or safety.

Raptor Visitor Management System

Mott Middle College uses the Raptor visitor management system to screen all visitors, ensuring that only authorized individuals have access to our student-based programs. Visitors to Mott Middle College must have their driver's license or passport scanned by the Raptor system. Visitors must be screened before being admitted to campus. Raptor also prints a visitor's badge complete with date, destination, and photo.

School Resource Officer (SRO) Partnership/Collaboration

GISD partners with Mott Community College's Office of Public Safety. A School Resource Officer is based at Mott Middle College. The SRO routinely walks on our site focusing on building positive relationships with students and staff to encourage a positive and secure learning environment.

Student Illness

When students become ill during the school day, they should report to the Main Office so that parents/guardians may be contacted. Students will be given permission to go home only after parents/guardians have been contacted. In the event that a parent/guardian cannot be contacted, a person listed on the Emergency Form will be contacted. If a parent approved adult cannot be contacted, the student will remain in the Main Office. If the illness appears severe, paramedics will be called, and the student will be taken to the hospital that has been listed on the Emergency Form.

Emergency Information

All students are required to have current medical emergency information on file at all times. Students who do not have current information on file will not be allowed to enroll in any classes until the information is available.

Emergency information is updated yearly; however, if any information, such as doctor's name, address, and phone number, or the student's phone number or parent/guardian status change, the parent/guardian is responsible for notifying the office.

ENFORCEMENT OF RIGHTS, RESPONSIBILITIES & RULES

Student Conduct and Academic Integrity

Student conduct at Mott Middle College is governed by the District Student Code of Conduct and Board Policy 5500 – Student Conduct. Students are expected to demonstrate respect for others, honesty in their academic work, and responsible behavior in school, on school transportation, and at school-related activities.

Discipline

In accordance with the provisions of law, the Board of Education approves the following administrative procedures when a student's behavior interferes with their own educational opportunity or that of others, or with the safe, orderly conduct of school activities.

Each prohibited act listed here sets forth the discipline that may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and, for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion, but is set forth in terms of a range, the actual penalty imposed will depend on the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the behavior, the recommendation of school personnel, the particular facts involved, and all other relevant circumstances. Restorative practices will also be considered as an addition or alternative to discipline.

The method of discipline used is at the discretion of school staff following guidelines of this student handbook. The disciplinary measure selected should be the least severe and most constructive possible for the circumstances. The prohibited acts and penalties in this student handbook are applicable when a student:

1. Engages in a prohibited act on any premises or property owned, leased, or used by GISD.
2. Engages in a prohibited act in a motor vehicle owned or leased by GISD or being used for a school business-related purpose.
3. Engages in a prohibited act at a school-related activity, function, or event.
4. Engages in a prohibited act in route to or from GISD or a GISD-related activity, function, or event.
5. Engages in prohibited act that has a sufficient nexus to or with GISD, GISD personnel or students, or GISD property or adversely affects the educational environment.

Definitions of Discipline and interventions

1. **Administrative Intervention:** Disciplinary action that does not result in a student being suspended, expelled, or the closure of the program. For example, administrative intervention includes but is not limited to measures such as restorative practices, the removal of a student from a class period, a

reprimand, additional classroom assignments, revocation of the privilege of attending non-classroom functions, activities, and/or events.

2. **Suspension:** Removal of a student from a GISD program for disciplinary reasons for a specific period of time that is less than sixty (60) school days. Students with disabilities who are removed for more than 10 consecutive school days, or whose removals from school constitute a change of placement, will be entitled to a manifestation determination review (MDR). Students with disabilities may be entitled to the provision of appropriate educational services during the time of the suspension, as determined by the IEP Team.
3. **Expulsion:** Any removal of a student from a GISD program for disciplinary reasons for 60 or more school days will be deemed an "expulsion." Students with disabilities who are disciplined for more than 10 consecutive school days, or whose removals from school constitute a change of placement, will be entitled to a manifestation determination review (MDR). Students with disabilities may be entitled to the provision of appropriate educational services during the time of expulsion, as determined by the IEP Team
4. **Closing of Program:** Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment in the following GISD programs: Mott Middle College, Genesee Early College, and Genesee Career Institute. The ineligibility to continue enrollment in these programs is considered the "closing" of the program to the student. The principal may recommend to the Superintendent of GISD or designee that a student's program is closed. The closure of a student's program is subject to a hearing before the Board of Education, in accordance with the procedures set forth in Administrative Guideline 5610.

A student whose program is closed may petition for reinstatement to the program in accordance with the procedures set forth in Administrative Guideline 5610. However, a student who has been permanently expelled from his or her designated local school district must first be reinstated to their local school district before petitioning for reinstatement to a GISD program.

5. **Positive Behavioral Interventions and Supports:** Positive Behavioral Interventions and Supports (PBIS) are a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. The emphasis is on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Restorative practices shall be considered as a strategy to support student behavior.
6. **Bus/Transportation Suspension or Expulsion:** Suspension or expulsion of student from bus based on student's conduct on bus.

The precise discipline to be imposed may vary in type or length depending upon the seriousness of misconduct, consideration of the restorative practices, and the cumulative effect of the misconduct.

7. **Consideration of Individual Factors.** Before a student is removed from a GISD program for any period of time (including suspension or closing of program), administrators will consider:
 1. The student's age.
 2. The student's disciplinary history.
 3. Whether the student is a student with a disability.

4. The seriousness of the violation or behavior committed by the student.
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address the violation or behavior committed by the student; and
7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Restorative Practices

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

If the Superintendent or his/her designee 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; participating 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.

Criminal Acts

The following activities are among those defined as criminal under the laws of the state of Michigan and may not be all-inclusive:

1. Arson
2. Assault
3. Battery
4. Burglary
5. Explosives include fireworks, smoke bombs, or other incendiary devices.
6. Extortion, blackmail or coercion

7. Possession or use of firearms or weapons, including look a-likes.
8. Larceny
9. Malicious mischief, destruction of property, vandalism, and/or pranks
10. Robbery
11. Sale, use, or possession of alcoholic beverages or controlled substances including look-a-likes.
12. Breaking and entering
13. Trespassing
14. Criminal sexual conduct
15. Possession or use of noxious gases

The commission of or participation in any criminal acts in school buildings, on school property, or at school-sponsored events is prohibited and may result in disciplinary action up to and including expulsion. Disciplinary action will be taken by the school regardless of whether or not a criminal charge will result. The preceding list is not all-inclusive. In addition, a student may be disciplined for commission of or participation in a criminal act that does not occur on school property or at a school-sponsored event, if the student's conduct impacts the normal function of the school or the safe learning environment of students or staff.

Prohibited Acts

1. Aiding and Abetting

A student shall not aid or abet another in the commission of a crime. A student or student having knowledge of weapons, explosives, or violent threats made to the school and does not report what they know to the administration will be aiding and abetting.

Penalty – administrative intervention to expulsion.

2. Arson

A student shall not set fire to or do any act which results in the starting of a fire, or aid, counsel, induce, persuade, or procure another to do such act or acts. MCL 750.71. Section 1311 of the Michigan School Code permits schools to use discretion over whether or not to suspend or expel a student from all Michigan public schools for an act of arson.

Penalty – administrative intervention to expulsion. If committed in a GISD building or on GISD grounds, the penalty shall be expulsion.

3. Assault

A student shall not physically assault, cause, or behave in such a way as to cause or threaten to cause physical injury to GISD personnel (including guest teachers and student teachers), students, volunteers, chaperones, or other persons. Under this policy a student shall not make any threats, which include any statement or act, oral or written, which can reasonably be expected to induce in another person(s)

apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are considered threats.

Penalty – administrative intervention to expulsion.

4. Bullying

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

Bullying” under this policy means any written, verbal, or physical acts, including cyberbullying, that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

“Cyberbullying” under this policy means any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device that is intended or that a reasonable person would know if likely to harm one (1) or more students either directly or indirectly by doing any of the four items listed above.

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

Any student who believes they are the victim of bullying by another student should immediately report the situation to the principal or designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Any student who believes they are the victim of bullying by an adult must report the situation to the principal or designee and District compliance officer. Complaints against the building principal should be

Mott Middle College

2026-2027 STUDENT HANDBOOK

filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above-designated individuals through email, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter when the complaining student is not available to provide additional information during the course of the investigation. The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and allowable by law.

Upon receipt of a complaint of bullying GISD shall conduct a prompt investigation. The building principal or designee will be responsible for conducting and documenting the investigation. If, during the investigation, the principal or designee determines that the reported misconduct may have created a hostile learning environment or may have constituted unlawful discriminatory harassment based on a Protected Class, the principal or designee will report the suspected harassment to one of the District's Compliance officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying, aggressive behavior, hazing, or unlawful harassment, or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying, aggressive behavior, hazing, or unlawful harassment is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying, aggressive behavior, hazing, or unlawful harassment is similarly prohibited and will not be tolerated.

GISD Board Policy 5517.01 provides more information, and this handbook shall serve as notice of the Board's policy and compliance with PA 241 of 2011.

The Board designates the following individuals to serve as " Compliance Officers".

Executive Director of Human Resources
Genesee Intermediate School District
810-591-4591
2413 W. Maple Ave.
Flint, MI 48507

Deputy Superintendent
Genesee Intermediate School District
810-591-4528
2413 W. Maple Ave.
Flint, MI 48507

Penalty – administrative intervention to expulsion.

5. Chemical Substance

A student shall not possess, transfer, or use any chemical ejecting device, caustic or noxious substance capable of rendering a person unconscious temporarily or causing temporary or permanent injury.

Penalty – administrative intervention to expulsion.

6. Closed Campus

A student shall not leave the school premises without authorization during the student's scheduled class hours and/or lunch hours. A student driving their personal vehicle to school will be required to remain at school for the instructional day unless specific alternate arrangements have been made. The student will drive on campus in a safe, orderly manner in accordance with state law. Inappropriate or unsafe use of a vehicle will result in disciplinary action.

Penalty – administrative intervention to expulsion.

7. Continued Class Disruption

A student shall not engage in conduct which disrupts the educational process of other students in the classroom.

Penalty – administrative intervention to expulsion.

8. Disrespect

A student shall not insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any other student or staff.

Penalty – administrative intervention to expulsion.

9. Disruption of the Education Process

A student shall not engage in behavior which seriously disrupts any school activity or the orderly and safe operation of MMC. This includes behavior or communication that occurs outside of school.

Penalty – administrative intervention to expulsion.

10. Dress Code

A student shall not dress or groom in a manner which is unsafe to the health or safety of the student or others or causes or can be reasonably forecasted to cause a substantial disruption to the educational process or may prevent the student from achieving educational objectives because of blocked vision or restricted movement. Clothing and/or accessories with profanity, vulgar or obscene suggestions are not permitted. In addition, items with sexual overtures or promoting prohibited substances such as drugs, alcohol, or tobacco are forbidden. Students wearing inappropriate clothing will be asked to change and parents may be notified.

Penalty - administrative intervention to suspension

11. Extortion, Strong Arm, Coercion

A student shall not secure or attempt to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act.

Penalty – administrative intervention to expulsion.

12. False Alarms

A student shall not initiate a fire alarm or initiate a report warning of a fire or an impending bombing or other catastrophe without just cause.

Penalty – administrative intervention to expulsion

13. False Reports

A student shall not falsely report incidents, make false accusations, or give false testimony to school personnel which would affect the welfare of others.

Penalty – administrative intervention to expulsion.

14. Fighting

A student shall not display hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (e.g., dance, athletic event, etc.). The issue of self-defense, if involved, must be proven by the student accused.

Penalty – administrative intervention to expulsion.

15. Fireworks or Explosives

A student shall not possess, use, or threaten to use any incendiary devices (including matches and lighters), fireworks, explosives, or other such instruments capable of inflicting bodily injury.

Penalty – administrative intervention to expulsion.

16. Forgery

The unauthorized use or writing of the name of another person on school forms, passes or other school related correspondence.

Penalty – administrative intervention to expulsion.

17. Gambling

A student shall not gamble for money or valuables.

Penalty – administrative intervention to expulsion.

18. Gross Misconduct

Conduct detrimental to the normal functioning of the school or school activities, including gross or repeated disobedience of school rules, violation of state laws, local ordinances, and laws pertaining to civil disobedience. Gross misconduct also includes behavior that impacts the normal functioning of the school or the safe learning environment by students during non-school times/hours (including, but not limited to, summer recess, holiday recess) where a student is arrested, charged or convicted of a crime. This behavior may result in disciplinary action or loss of participation in extracurricular activities, to be determined by administration.

Penalty – administrative intervention to expulsion.

19. Unlawful Harassment

A student shall not engage in any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee, which is based on a Protected Class as defined in Policy 5517– Anti-Harassment, that:

- Places a student or staff in reasonable fear of harm to the person or damage to property.
- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or an employee’s work performance; or
- It has the effect of substantially disrupting the orderly operation of a school.

More details on GISD’s Policy 5517 – Anti-Harassment, on unlawful harassment can be found at www.geneseesisd.org.

Penalty – administrative intervention to expulsion.

20. Hazing

A student shall not engage in the hazing of another student. "Hazing" is "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization.

Penalty – administrative intervention to expulsion.

21. Inciting Others to Violence or Disobedience

A student shall not encourage others by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school.

Penalty – administrative intervention to expulsion.

22. Indecency in Behavior

A student should not engage in conduct that is contrary to the commonly recognized standards of propriety, health, or safety, including behavior which reflects obscene or vulgar actions or content.

Penalty – administrative intervention to expulsion.

23. Insubordination

A student shall not willfully fail to respond to or carry out a reasonable request by authorized MMC personnel.

Penalty – administrative intervention to expulsion.

24. Littering

A student shall not litter on school property or on private property when going to and from school.

Penalty – administrative intervention to suspension.

25. Loitering

A student shall not be in or around any school building, or in any specifically restricted area of a school building, at unauthorized times or without specific authorization from the school personnel.

Penalty – administrative intervention to expulsion.

26. Obscenity

A student shall not use obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

Penalty – administrative intervention to expulsion.

27. Persistent Disobedience

A student who engages in repeated misconduct or violation of rules shall be subject to discipline.

Consistent violations of school rules and regulations; repeated involvement in behavior that disrupts the educational process of other students.

Penalty – administrative intervention to expulsion.

28. Plagiarism/Cheating

A student should not engage in academic cheating or plagiarism. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. Plagiarism includes, but is not limited to, copying of language, structure, idea, and/or thought of another and representing it as one's own original work. Other violations of academic integrity include lying; using or providing unauthorized materials in preparation for an assignment, project, test, quiz; or using or providing unauthorized materials during an exam, test, or quiz; and other acts, such as theft or falsification of records and files.

Use of Artificial Intelligence (AI)

Students are required to rely on their own knowledge, skills, and resources when completing school work. Artificial Intelligence (AI) and Natural Language Processing (NLP) tools ("AI/NLP tools") may only be used for academic work when specifically permitted by the teacher and in accordance with assignment guidelines. [FROM POLICY 7540.03 / AG 7540.03]

When AI/NLP tools are permitted, students must disclose and appropriately cite their use in accordance with teacher instructions. Unauthorized use of AI/NLP tools may be considered plagiarism, unauthorized collaboration, or misrepresentation of work and may result in disciplinary action in accordance with the Student Code of Conduct. [FROM AG 7540.03] Students who are unsure whether AI/NLP tools may be used for a specific assignment are responsible for asking their teacher before using such tools. [FROM POLICY 7540.03 / AG 7540.03]

Penalty – administrative intervention to expulsion.

29. Sexting

“Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. “Sexting” is not only an inappropriate behavior that violates the Student Code of Conduct; it also violates many state and local laws.

Penalty – administrative intervention to expulsion.

30. Sexual Harassment

A. Non-Title IX Sexual Harassment

A student shall not engage in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 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.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- Such conduct has the purpose or effect of interfering with the individual’s work or educational performance; 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.

Students and other members of the GISD community 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.

Additional information on the Board Policy 5517 – Anti-Harassment and the related grievance procedures may be obtained at www.geneseeisd.org

Penalty – administrative intervention to expulsion.

B. Title IX Sexual Harassment

Sexual Harassment as defined under Title IX is conduct on the basis of sex that satisfies one or more of the following:

1. Board employee conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment).
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity; or

3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

<http://www.geneseesisd.org>/Additional information on the Board Policy 2266_– Nondiscrimination on the Basis of Sex in District Programs or Activities and the Title IX grievance procedures may be obtained at www.geneseesisd.org.

Penalty – administrative intervention to expulsion.

31. Theft

A student shall not take or acquire the property of others without their consent.

Penalty – administrative intervention to expulsion.

32. Threatening Communication

A student shall not make any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm. Threatening communications also include bomb threats (or similar threats) directed at MMC, other GISD property, or a GISD-related event.

Penalty – administrative intervention to expulsion.

33. Threatening or Intimidating Acts

A student shall not engage in the act of verbally or by gesture, threatening the well-being, health, or safety of any person on GISD property or on route to or from school.

Penalty – administrative intervention to expulsion.

34. Tobacco/Vaping Products

A student shall not smoke, use, or possess any tobacco products (including electronic cigarettes and vaping products) or any nicotine delivery system on school property or school activities (including field trips) pursuant to Public Acts of 1993.

Penalty – administrative intervention to expulsion.

35. Truancy and Tardiness

A student shall not have unauthorized absences or lateness to school or class for a specified period of time as outlined in the district’s attendance policy.

Penalty – administrative intervention to expulsion.

36. Unauthorized Sale, Distribution, and/or Possession

A student shall not manufacture, distribute, sell, possess, use, or be under the influence of the following substances:

- Alcohol or alcoholic beverages, including “non-alcoholic malt beverages.”
- Illicit drugs.
- Any abusable glue, aerosol, synthetics, or other chemical substance, including, but not limited to, petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
- Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-dose pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures.
- Steroids, human growth hormones, or other performance-enhancing drugs.
- Substances purposed to be illegal, abusive, or performance-enhancing, i.e. “look-alike” drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy. These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

Penalty – administrative intervention to expulsion.

37. Unauthorized Video or Audio Recording

A student shall not videotape or audio record students or staff members while on school property or in attendance at school-sponsored or school-related events to which public is not invited, without the prior approval of administration, as it violates the privacy rights of students and staff. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be permitted only as allowed under in accordance with Board Policy 9160 – Public Attendance at School Events.

Penalty – administrative intervention to expulsion.

38. Violence

A student shall not engage in, or attempt to engage in, acts that result in bodily harm to another, damage of property, and/or the necessity to be physically restrained.

Penalty – administrative intervention to expulsion.

39. Vandalism

A student shall not willfully destroy property belonging to others. This shall also prohibit tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property; also included is the placing of graffiti on any school property.

Penalty – administrative intervention to expulsion.

40. Weapons (Possession or Use)

A student shall not possess, use, or threaten to use any weapon or instrument capable of inflicting bodily injury or temporary incapacitation.

Penalty – Expulsion to any student for possessing a firearm in a Weapons Free School Zone.

41. Weapons (Look-alike)

A student shall not possess, handle, or transfer any object or instrument that is a “look-alike” weapon or instrument, i.e., starter pistol, rubber knife, toy gun.

Penalty – administrative intervention to expulsion.

42. Wireless Communication Device

A student shall not possess, transfer, and/or use any wireless communication device, i.e., pocket pager, beeper, and cellular phone, illegally or in a manner inconsistent with school policies.

Students may not use wireless communication devices (including cell phones, smart watches, tablets, or similar devices) during instructional time.

During instructional time, devices must be powered off and kept out of sight unless an instructor specifically authorizes their use for instructional purposes.

Students may use devices before and after class, provided the use does not disrupt the educational environment.

Exceptions include:

- medically necessary devices or monitoring equipment
- devices required by an IEP or Section 504 Plan
- teacher-approved instructional use
- emergency situations

Wireless Communication Devices may not be used in locker rooms, restrooms, or any area where there is a reasonable expectation of privacy.

Penalty – administrative intervention to closing of program.

Policy

reference:

Board Policy 5136 – Wireless Communication Devices

Administrative Guideline 5136 – Personal Communication Devices

Student Due Process

A student will not be suspended or removed from a GISD program without due process. Discipline in the form of administrative intervention is solely within the discretion of the building principal or designee. The following due process procedure will be followed when any student is accused of violating a school rule.

1. The student will be informed of the specific charge(s), which could be the basis for disciplinary action to be taken.
2. The student will have the opportunity to respond to the charge(s) and present any relevant information that will support the student's defense.
3. If the proposed exclusion from a GISD program is for a period of more than ten (10) consecutive school days, the student and parent/guardian will have the opportunity for a hearing with the Superintendent or designee.

Before a student is suspended from a GISD program for any period, administrators will consider the individual factors listed in this section and consideration of restorative practices.

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

The district 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 (a removal of 60 or more days), there is a rebuttable presumption that a suspension or expulsion is not justified unless the district 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 district will still consider these factors in making the determination.

A reasonable attempt will be made to notify the student's parent/guardian on the day of the offense. If disciplinary action involves suspension from a GISD program, a letter will be given to the student with an additional copy being sent home via U.S. Mail. The written notice will include a description of the misconduct, a description of the disciplinary action imposed, the length of the suspension, and steps necessary for the student to return to school.

In many cases, the parents will be asked to meet with the student's teacher and school staff to plan for the student's return to the school setting and to plan actions that will reduce the likelihood of misconduct occurring in the future.

If the student subject to suspension is a student with a disability, the Board of Education will abide by Federal and State laws regarding suspension from MMC. When a student with a disability is subject to suspension for more than ten (10) consecutive school days, or where the student has been subjected to a series of disciplinary exclusions that constitute a pattern, a manifestation determination review (MDR) will be convened.

Emergency Removal

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 she/he may be given a short-term suspension by the building principal. A student so removed may not attend other classes taught by other teachers during the term of the one (1) day removal.

Short-Term Suspensions

The building principal may impose a suspension of up to ten (10) days duration and will attempt to notify the student's parents or guardians of the suspension by telephone, as well as send a written notification by e-mail or by regular mail. A copy of the notification will also be sent home with the student, if practical. The written notice will include the reasons for the suspension, the date(s) of the suspension, and the right to appeal, enclosing this policy with the suspension notice.

The building principal will provide the student with oral or written notice of the charge(s) against him/her and will provide a hearing for the student so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing will be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parents may be informed of the charges and the preliminary hearing if the building principal chooses. The notice and hearing will be held on the day of the alleged infraction prior to the student's removal from school, or as soon thereafter as possible if an emergency prohibits an immediate hearing, such as when the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal. Such a decision may be appealed to the Superintendent or his/her designee, whose decision is final.

Sending a Student Home: unless the student is an immediate threat to the safety of the school or his or her presence threatens disruption of the academic process, s/he may remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the building principal will attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain supervised in the main office until school is dismissed.

The building principal may forego the previous provision in the event of mass violations of school rules or where it is not safe to keep the student(s) on school grounds and restore order or protect people on school property. In such an emergency situation, the building principal will contact the Superintendent.

Responsibility for School Work: Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments within two (2) school days of the student's return to school, unless otherwise agreed upon by the building principal, the student, and the teacher(s) involved. Failures **may** be given for any classroom work that cannot be attended, such as laboratories or skill sessions.

Long-Term Suspensions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for up to sixty (60) school days. If, after an investigation, the principal or designee decides that a suspension for eleven (11) or more school days is warranted, the student and the parent/guardian shall be notified in writing of:

1. The charges against the student.
2. The recommended disciplinary action.
3. The fact that a hearing will be held before an impartial school employee (i.e., hearing officer).
4. The time, place, location, and procedures to be followed at the hearing.
5. The right to appeal against any adverse decision of the hearing officer to the Superintendent or designee.

The written notice will also document the principal or designee's consideration of the individual factors listed above. If the principal or designee decides that the student's presence in school would present a danger to the student or other students, school personnel, or the educational process, the student shall be suspended pending the decision by the hearing officer. If the student would not present a danger, the student may return to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the Superintendent or designee will appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. The timelines for commencement of the hearing may be extended (up to an additional ten (10) school days) upon the request of the Administrator, student, or the parent/guardian. If the request for extension is by the Administrator, written consent shall be obtained from the eligible student or parent/guardian.

Appeals and Reviews of Suspensions

Appeals of suspensions are available to the student and parent/guardian of the student involved. Such appeals must, however, follow the steps listed below. Appeals must be in writing and submitted within two (2) school days in receipt of the letter of suspension and must be directed to the Superintendent or designee. The process is as follows:

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Superintendent or designee within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- a. The student will be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.

- b. Upon review, the Superintendent or designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the Superintendent or designee's opinion, is appropriate.
- c. The Superintendent or designee will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The Superintendent or designee's decision will be final.

Closing of Program

Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment in the following GISD programs: Mott Middle College, Genesee Early College, and Genesee Career Institute. The ineligibility to continue enrollment in these programs is considered the "closing" of the program to the student. The principal will start the process for closing the program pursuant to the following procedures:

1. The principal will notify the student, the student's parent(s), and the Superintendent or designee of the recommendation to close a student's program.
 - a. The recommendation to the Superintendent or designee will be accompanied by all documentary evidence available in support of the recommendation.
 - b. The student and the student's parent(s) will be notified of the charge(s) against the student leading to the recommendation for closure of the student's program.
2. The Superintendent's designee will notify the Superintendent of GISD of the recommendation of the principal and alleged offense, and the Superintendent or designee will notify the Board of Education of the recommendation to close the program. The Superintendent or designee will act as the hearing officer during the hearing. The student and the student's parent(s) will receive a "Notice of Hearing" consistent with the notice described in Section D above regarding long-term suspension and expulsions.
3. The Board of Education will hold a hearing, in accordance with the Due Process Rights outlined in Board Policy 5610.
4. If the Board of Education determines to close the program to the student, the student will return to his or her designated local school district, where the local school district may decide whether to pursue disciplinary proceedings.

If a student is permanently expelled from his or her local school district after GISD closes the student's program, the student must apply for reinstatement through their local school district, and be reinstated to their local school district, before seeking reinstatement to GISD's programs.

If the student was not expelled from, or if the student has been reinstated to, his or her local school district, the student may petition for reinstatement pursuant to the following procedures:

If a student is permanently expelled from his or her local school district after GISD closes the student's program, the student may apply for reinstatement, however, the student must apply for reinstatement through their local school district, and be reinstated to their local school district, before seeking reinstatement to GISD's programs.

If the student was not expelled from, or if the student has been reinstated to, his or her local school district, the student may petition for reinstatement pursuant to the following procedures:

1. The student must submit a petition, in writing, including the reasons why the student should be reinstated to the GISD program. Requests for reinstatement will not be considered until the student has been removed from the respective program for at least ninety (90) school days, and reinstatement must coincide with the beginning of either the fall or winter school semester.
2. All petitions must be submitted to the principal or designee at least thirty (30) calendar days prior to the requested reinstatement date. Petitions will be submitted to the principal of the corresponding program for which reinstatement is sought.
3. The principal (or designee) will review reinstatement petitions and consider the following factors:
 - a. Whether reinstatement would create a risk of harm to other students or school personnel, and if so, to what extent.
 - b. Whether reinstatement would create a liability risk to the District, Board of Education, or school employees.
 - c. An assessment of the student's age and maturity, record prior to the incident leading to the closing of the program, behavior since the program closure, and the prospects for remediation; and,
 - d. The degree of cooperation and support that has been and that can be expected by the parent or legal guardian if the student is reinstated, including receptiveness toward possible conditions of 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:
 - Abide by a behavior contract involving the student, his or her parents, and an outside agency.
 - Participate in an anger management program or other counseling activities.
 - Cooperate in processing and discussing periodic progress reviews.
 - Meet other conditions deemed appropriate by the principal or designee.
 - Accept the consequences for not fulfilling the agreed-upon conditions.
4. If the principal recommends reinstatement from the program closure, that recommendation will be submitted to the Superintendent or designee for scheduling a hearing. The Board of Education will hold a hearing, and the Superintendent or designee will serve as the hearing officer for a determination of whether the student may be brought back to the respective program.

Expulsion

The principal may immediately close classes and remove the student from school if the student's presence poses a continuing danger to people or property or any ongoing threat of disrupting the academic process. The principal shall immediately notify the Superintendent of GISD of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation. The Deputy Superintendent shall immediately notify the Superintendent or their designee of the recommendation of the principal and the alleged offense. If the Superintendent or their designee concurs with the recommendation of the principal, the Superintendent shall notify the principal, include a statement of the charges against the student, and a statement that the student is entitled to a hearing on the charges at which they may be represented by the date, time, and place of the hearing on the charges. The Board of Education shall convene at the date, time, and place set forth in the notice or at any adjourned date agreed upon between the student, their parents, and the Board of Education. The Hearing Panel shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the board shall issue its decision in writing. The Superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and their parents. All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail return receipt requested.

Reinstatement for a Student

Students who have had a program closed, or their parent/guardian, may petition the GISD Board of Education at any time after the expiration of 150 school days subsequent to the date of the closure of programs. The GISD will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the GISD Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of the GISD, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and board members.

Upon receipt of a petition for reinstatement, the GISD shall do the following:

- Not later than ten (10) school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent/guardian or from the student.
- The committee shall consist of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the GISD.
- The Superintendent of GISD may prepare and submit for consideration by the committee information concerning the circumstances of the program closure and any factors mitigating for or against reinstatement.
- Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the GISD, and shall submit a recommendation to the school board on the issue of reinstatement.

- The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
- The Superintendent shall be allowed to attend meetings of the committee appointed by the Board when considering a petition for reinstatement.

Criteria for Reinstatement

The designated committee and the Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- Whether the reinstatement would create a risk of harm to other students or school personnel.
- Whether reinstatement would create a risk of GISD or individual liability for the school board or GISD personnel.
- The age and maturity of the individual.
- The individual's school record before the incident that caused the closure of programs.
- The individual's attitude concerning the incident that caused the closure of programs.
- The individual's behavior since the closure of programs and the prospects for recommendation of the individual.
- The degree of cooperation and support from the individual's parent/guardian as well as any support which may be expected from a parent/guardian if the student is reinstated.

Petitions for reinstatement from students whose programs have been closed by the Board of Education of another school district shall not be processed if the student has not first submitted a petition for reinstatement to the expelling Board.

Conditions of Reinstatement

The Board may require a student (and if the petition was filed by a parent/guardian, the parent/guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- Signing a behavior contract.
- Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense).
- Periodic progress reviews.
- Specific immediate consequences for failure to abide by any conditions of reinstatement.

Counseling

In certain instances, a student may be encouraged to enter individual or group counseling within the school environment or with a counselor outside of the school. Each case should be handled on an individual basis, keeping in mind the needs of the student and the needs of the school community.

Behavioral / Academic / Attendance Probation

The Superintendent of GISD or designee or the principal or designee may, in addition to or in lieu of other disciplinary action, place any student who shows a lack of academic success, attendance concerns, or behavioral concerns on a behavioral/academic/attendance probation. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participation in or attendance at all extra-curricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, the student shall be suspended or denied certain extra-curricular privileges under the stipulations set forth in the probationary agreement.

The parent/guardian will be notified by the principal or designee that the student is being placed on probation, including the length of the period, the terms of the probation, and the possibility of suspension if the student is found in further violation of the school rules during probation.

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff. In addition, any student who has amassed serious academic or attendance deficiencies may be placed on a probation program.

Student Property – Search and Seizure

Search of a student's person and possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of the law or school rules and that the search will uncover evidence of the violation. A search may also be conducted to protect the health and safety of others. Searches may be conducted with or without a student's consent. Any law enforcement agency with jurisdiction over the school may assist the school personnel consistent with state and federal law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is GISD property, may be searched at any time, and are subject to routine search. Students have no expectation of privacy in lockers, desks, or other GISD property.

Anything found in the course of a search that may be evidence of a violation of school rules or the law may be confiscated and held or turned over to the police. GISD reserves the right not to return illegal 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 GISD classrooms, labs, and offices of GISD are GISD's property and are to be used by students, when appropriate, solely for educational purposes. GISD retains the right to access and review all computer files, databases, and any other electronic transmissions contained in or used in conjunction with GISD's computer system and electronic mail. Students should have no expectation that any information contained on such GISD systems or devices is confidential or private.

A student's personal property is their own. Students are, however, discouraged from bringing valuable items, such as jewelry or other items that could be stolen, damaged, or prove disruptive, to school. If valuable personal property is brought to school, the student is responsible for its safekeeping. MMC assumes no responsibility for student property that is lost or damaged. The search of student property is outlined in the GISD's search and seizure policy, and references made in this document under search and seizure.

Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education.

GREVIANCE PROCEDURE

Investigation and Complaint Procedure

Except for Sexual Harassment as defined under Title IX (see GISD Board Policy 2266 below for Title IX Sexual Harassment, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the informal and/or formal complaint procedures 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.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided for a student who believes they have 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 against may proceed immediately to the formal complaint process, but are not required to do so.

The Complainant may proceed immediately with 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.

Complaints involving a District employee, another adult member of the School District community, or a third party and a student will be formally investigated.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but is not 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 Board Policy 5517–Anti-Harassment as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Anti-Harassment Compliance Officer (CO) may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

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; (2) 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 COs, who will either facilitate an informal resolution or appoint another individual to facilitate an informal resolution. While there are no time limits within which an informal complaint must be resolved, the CO or designee will exercise their authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Formal Complaint Procedure

The formal complaint process shall be implemented if one of the following occurs: (1) a complaint is not resolved through the informal complaint process, (2) one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, (3) if the Complainant, from the outset, elects to file a formal complaint, or (4) the CO determines the allegations are not appropriate for resolution through the informal process.

A 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. 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 CO within two (2) business days.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/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 CO or designee shall prepare and deliver a written report to the Superintendent. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision.

More details on the GISD Board Policy 5517 – Anti-Harassment may be found at www.geneseesisd.org

Non-Discrimination and Access to Equal Educational Opportunity Board Policy 2260

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Definitions

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

- Complainant is the individual who alleged, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/ retaliation.
- Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.
- School District community means students and Board employees (*i.e.*, administrators, professional and classified staff), as well as Board members, agents, and 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.)
- Days (s): Unless expressly stated otherwise. The term day or days as used in this policy means a business day (s) (*i.e.*, a day(s) that the Board office is open for normal operating hours, Monday - Friday., excluding State-recognized holiday.

District Compliance Officers

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

Deputy Superintendent
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4400

Executive Director of Human Resources
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4400

Director of Center Programs and Special Education Services

Mott Middle College

2026-2027 STUDENT HANDBOOK

Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4494

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

The district will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied, when necessary, due to allergies, health, safety, disability, or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs 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 discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the district but do not receive public education.

The Board is committed to educating (providing for the education of) each qualified person with a disability, and persons who are not disabled, to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the Superintendent or designee shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the district will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225). The Superintendent or designee is responsible for verifying that a

concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and Board employees are required, and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process 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 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 constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to a CO who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the principal with a copy of the resulting written report.

The COs are available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a third party or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent or any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to a CO within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the

misconduct, 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 misconduct. Thereafter, the CO or designee must contact the Complainant if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

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

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) 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 discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), Lyndon Baines Johnson Department of Education Building, 400 Maryland Ave., SW, Washington, DC 20202-1100, Telephone: (800) 421-3481, Fax: (202) 453-6012, TDD: 800-877-8339, E-mail: OCR@ed.gov, Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. 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.

The Complainant may proceed immediately to the formal complaint process, and individuals who participate in 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 student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process. Complainant who alleges unlawful discrimination/retaliation 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; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to a CO who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or meditation 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 CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) 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 requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determine the allegations are not appropriate for the 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 official at the student's school, the CO, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful discrimination, 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. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days.

Throughout the course of the process, the CO 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; the discriminatory/retaliatory conduct; 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 CO shall ask for such details in an oral interview. Thereafter, the CO 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 CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination 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 CO 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 CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. The principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO 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 Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity. 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 CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) 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 CO or 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 discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have 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 five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent or Deputy Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/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, ~~or~~ the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure 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(s), 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 shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties 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 discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. 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 discrimination/retaliation 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 participate or refused to participate in any manner in an investigation, proceeding, or hearing under those laws, 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.

Retaliation against a person for 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 sanctions/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.

More details on Board Policy 2260 – can be found at www.geneseesid.org.

NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

Board Policy 2266

The Genesee Intermediate School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to enrollment and employment. GISD is committed to maintaining an education and work environment that is free from discrimination based on gender, including sexual harassment.

GISD prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States while participating in a school program, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, GISD is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible. Employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions. GISD will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the district's education programs and activities.

Definitions

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- A. Board employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment).
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of

Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, criminal sexual contact (f.k.a. fondling), incest, and statutory rape.

1. Rape is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
2. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.
4. *Criminal Sexual Contact (f.k.a. fondling)* is the intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual’s clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
5. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
6. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
7. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

B. “Domestic violence” includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;

3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- C. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- D. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
- Complainant: an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
 - Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
 - Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the district investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the district's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 - Actual Knowledge: notice of Sexual Harassment or allegations of Sexual Harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the district. "Notice" includes, but is not limited to, a report of Sexual

Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

- Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate their efforts to comply with Title IX and its implementing regulations, including enrollment and employment. The District's Title IX Coordinator(s) is/are:

Executive Director of Human Resources
Genesee Intermediate School District
810-591-4591
2413 W. Maple Ave.
Flint, MI 48507

Deputy Superintendent
Genesee Intermediate School District
810-591-4528
2413 W. Maple Ave.
Flint, MI 48507
tlhill@geneseeisd.org

Director of Center Programs and Special Education Services
Genesee Intermediate School District
810-591- 4494
5075 Pilgrim Road
Flint, MI 48507

Any inquiries about the application of Title IX and its implementing regulations to the district may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at www.geneseeisd.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the district will respond.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The district's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the district's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Students, Board members, and Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report

should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent or designee of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under 18 years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the district to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the district may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the Student Respondent pose such a threat, it will notify the student Respondent, and the Student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Emergency Removal, Suspension, and Closure of Programs of Students and Policy 5611 – Due Process Rights.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The district will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay in the grievance process or a limited extension for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes.
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
 - 1. Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process.
 - 2. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 - 3. Inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The district shall investigate the allegations in a Formal Complaint, unless the conduct is alleged in the Formal Complaint:

- A. Would not constitute Sexual Harassment (as defined in this policy) even if proved.
- B. Did not occur in the district's education program or activity; or
- C. Did not occur against a person in the United States.

If one of the preceding circumstances exists, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the district may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. A complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein.
- B. The Respondent is no longer enrolled in the district or employed by the Board; or
- C. Specific circumstances prevent the district from gathering sufficient evidence to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Informal Resolution Process

Under no circumstances shall a Complainant be required to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed, and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the district, not the parties.

In making the determination of responsibility, the decision-maker(s) is directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence from all relevant sources.

As part of the investigation, the parties have the right to:

- A. Present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. Have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The district may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The district will provide a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy.
- B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
- C. Findings of fact supporting the determination.
- D. Conclusions regarding the application of the applicable code of conduct to the facts.
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. Informal Discipline

1. writing assignments.
2. changing seating or location:
3. pre-school, lunchtime, after-school detention.
4. in-school discipline.
5. Saturday school.

B. Formal Discipline

1. suspension of bus riding/transportation privileges.
2. removal from co-curricular and/or extra-curricular activity(ies), including athletics.
3. emergency removal.
4. suspension for up to ten (10) school days.
5. long-term suspension or closure of programs.
6. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5610.01 - In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinators' dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenge, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision are delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

More details on GISD's Policy 2266 on unlawful harassment can be found at www.geneseeisd.org

Cooperation with Law Enforcement Agencies

In accordance with the policy of the GISD Board of Education, school authorities are directed to cooperate with police, law enforcement officers, and agencies to the end that policies shall be enforced to the fullest extent according to their terms. In accordance with section 1135 of the Michigan School Code, GISD shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with the Family Educational Rights and Privacy Act. MCL380.1135(5).

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (Board Policy 7540.03)

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The district's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the district's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that

violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate should be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications.
- B. the dangers inherent with the online disclosure of personally identifiable information.

- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students may be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the district with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve of any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each

student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

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

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access to course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

Agreement for Acceptable Use of Technology Resources (Students Grades 6 and above)

Building/Program Name _____

This Agreement is between _____ (Student Name, hereinafter, 'Student' or 'User') and the Genesee Intermediate School District ('ISD').

The purpose of this Agreement is to grant access to and define acceptable use of the ISD's technology resources ('Technology Resources'). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the ISD's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the ISD's Technology Resources is a privilege that may be revoked by the ISD at any time and for any reason.
- B. You have no expectation of privacy when using the ISD's Technology Resources either in school or off school property. The ISD reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through Technology Resources. The ISD also reserves the right to remove any material from the Technology Resources that the ISD, at its sole discretion, chooses to, including, without limitation, any information that the ISD determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. GISD Administration is responsible for determining who can access Technology Resources based on business or educational need, and for providing general supervision of authorized users who are granted access. This includes requiring users understand and accept their individual obligations as set forth in this AUP.
- D. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- E. The ISD's Technology Resources are intended for use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of an account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person using the account/password.

- F. You may not use Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
 - b. Adversely affecting the ability of a pupil to participate in or benefit from educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
 - c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - e. Use of other communication/messaging devices (including devices not owned by the ISD) to engage in bullying may be grounds for discipline under the ISD's Code of Conduct/Handbook.
- G. If you misuse Technology Resources, your access to Technology Resources may be suspended, and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
- a. Accessing or attempting to access material that is 'harmful to minors.' Material that is 'harmful to minors' includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 - b. Accessing or attempting to access material that is unlawful, objectional, obscene, pornographic, profane, or vulgar.
 - c. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as: any material of a harmful, vulgar, sexual nature or material, which may cause emotional or mental stress or harm.
 - d. Bullying (as defined in paragraph F).
 - e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 - f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 - g. Unauthorized copying or use of licenses or copyrighted software.

- h. Plagiarizing, which includes the unauthorized distribution, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 - i. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 - j. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 - k. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 - l. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ('CIPA').
 - m. Misusing equipment or altering system software without permission.
 - n. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 - o. Using Technology Resources in any way that violates any federal, state, or local law or rule, or the ISD's Code of Conduct/Handbook.
- H. It is the policy of the ISD, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the ISD to prohibit its minor students from (1) accessing inappropriate matters on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the ISD to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. The ISD does not guarantee that measures described in paragraphs H, and I will provide any level of safety or security or that they will successfully block all inappropriate material from the ISD's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs G and H.
- K. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- L. Registered users are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through Technology Resources. The ISD is not a party to such transactions and is not liable for any costs or damage, whether direct or indirect, arising out of the use of Technology Resources.
- M. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of Technology Resources caused by your inappropriate use.
- N. The ISD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the ISD be liable for any

Mott Middle College

2026-2027 STUDENT HANDBOOK

damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree to follow this Agreement and all rules, regulations that may be added from time to time by the ISD or its Internet Service Provider. I also agree to follow all rules in the ISD's

As a condition of using the Technology Resources, I agree to release the ISD, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the ISD monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.

Student Signature

Date

Mott Middle College

2026-2027 STUDENT HANDBOOK

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the ISD and its board members, agenda, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the ISD and its board members, agenda, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the ISD's Technology Resources.

I authorize the ISD to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

Use of District IT Resources is a privilege, not a right. The Board of Education's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

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

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the ISD monitor and inspect my child's use of Technology Resources, including any electronic communications that my child sends or receives through Technology Resources.

I understand and agree that my child will not be able to use the ISD's Technology Resources until this Agreement has been signed by both my child and me.

Parent/Guardian Signature

Date

CHROMEBOOK POLICIES AND GUIDELINES

The policies, procedures, and information within this document apply to all Chromebooks used at Mott Middle College by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Receiving Your Chromebook:

Chromebooks will be distributed each fall during the first week of school. Parents/guardian & students must pick up the Chromebook from the school and sign the Chromebook User Expectations Student/Parent Sign-off and Chromebook Staff/Parent Use Agreement before the Chromebook can be issued to the student. All necessary documents will need to be turned in prior to the device being issued to the student. A parent or guardian must be present when the Chromebook is issued. Each Chromebook will have a unique identification code that will be assigned to the student. Students will keep the same Chromebook (with the assigned identification code) for the entire time they are at Mott Middle College.

Training:

Students will be trained in how to use the Chromebook. Training documents and videos will be available online for students to refer to when needed. Teachers will be trained in the use of Chromebooks and will utilize them during class.

Device Purchase:

- Two-year-old devices may be purchased for \$150.00.
- Three-year-old devices may be purchased for \$100.00.
- Four-year-old devices may be purchased for \$50.00.
- Five-year-old devices will be owned by the student.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the main office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- Avoid eating and drinking while near your Chromebook.
- Cords and removable storage devices should be inserted carefully into the Chromebook.
- Avoid carrying the Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

- Avoid exposing your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- If your Chromebook was left in a cold environment, bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is the student's responsibility to provide a protective case for the Chromebook as they are not provided by the school.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened screen cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Protecting & Storing Your Chromebook:

Chromebook Identification:

- Chromebooks will be labeled in the manner specified by the school.
- Chromebooks can be identified in the following ways:
Record of serial number and GISD/MMC asset tag
Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

- Students are responsible for securely storing their Chromebook during extracurricular events.
- Chromebooks should be supervised by the assigned user at all times.
- Avoid storing a Chromebook in a vehicle.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and

schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher (e.g. field trip).

At Home:

Students are expected to take their Chromebook home each night throughout the school year for charging and must be brought to school each day in a fully charged condition. If students leave their Chromebook at home, this will impact the student's ability to participate in class and may impact their ability to get work done during the school day. Repeatedly leaving the issued Chromebook at home will result in referral to administration and students could lose the privilege of taking the device home altogether.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are encouraged to use earbuds as appropriate.

Managing Your Files and Saving Your Schoolwork:

Students may save documents to their Google Drive, or they may save them to an external memory device such as a mini-SD card or USB flash drive. Saving Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the students to maintain the integrity of their files and keep proper backups. Students will be trained in proper file management procedures.

Personalizing the Chromebook:

Students are allowed to personalize their devices as long as any personalization is appropriate and in accordance with the Acceptable Use Policy. Students may personalize their:

- Home screens
- Profiles
- Accessories (including protective cases)
- Accessibility settings
- appropriate music, photos, and videos (Referred to in the AUP)

Students may not personalize the device by/with:

- Stickers
- Paint
- Tape
- Writing/drawing on the device
- Anything that damages the device.

Spot checks for compliance may be done by administration or other MMC staff at any time.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well. Students who tamper with the software may lose the privilege of using the device altogether.

Additional Software:

Students should not install additional software on their Chromebook other than what has been approved by Mott Middle College.

All Google accounts are under the ownership of GISD. Therefore, we do not advise the purchase of apps using this account. We also do not recommend associating any credit card information with your Google account. GISD will not be held liable for any personal or credit card information that could be jeopardized, lost, misused or stolen.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student-created files stored on an external mini-SD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Main Office.
- Loans will be at the administrator's discretion; students have no guarantee they will be loaned a device.

- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device or in the cloud.
- Students and parents may be charged for Chromebook damage that is a result of misuse or abusive handling. Parents may be billed for parts and labor.

Manufacturer Warranty:

Dependent upon the device

Accidental Damage or Loss Protection:

As part of the 1:1 Chromebook initiative at Mott Middle College, Mott Middle College is requiring the purchase of Chrome Care and Repair prior to the deployment distribution of the Chromebook to your child. Mott Middle College will be the sole provider of Chrome Care and Repair. Under Chrome Care and Repair the Chromebooks are protected against *accidental* damage or accidental loss. Mott Middle College will require that a police report be submitted in cases of theft within 10 days of the occurrence. The police report should be submitted within ten school days from the time the theft occurs. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Chrome Care and Repair does not cover the loss of the Chromebook and/or its accessories, cosmetic damage, or damage caused by intentional misuse and abuse. Mott Middle College will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students may be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Technology Acceptable Use:

General Guidelines:

- Students will have access to forms of media and communication which are in support of education and research and in support of educational goals and objectives at Mott Middle College. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of Mott Middle College.
- Access to Mott Middle College technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the district's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary actions as defined by the district's Acceptable Use Policy, Plan of Discipline, and other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.

Mott Middle College

2026-2027 STUDENT HANDBOOK

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Chromebook Policies and Guidelines) contains.

Privacy and Safety:

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords to other people.
- Remember that network storage is not guaranteed to be private or confidential. The District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety:

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher, school counselor or principal if you have questions.
- Plagiarism is a violation of Mott Middle College discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

School Email:

- Students will be issued an email for academic and other school related reasons. This email access will be through a Google Gmail system managed by Mott Middle College. The interface is monitored and is subject to filtering of inappropriate content. Dual enrollment students may also have a university/college email address.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.

Mott Middle College

2026-2027 STUDENT HANDBOOK

- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other MMC students and faculty.

Photography, Recording, & Publishing

- Students must ask permission before recording an individual or group, including students, staff, and the public.
- Students must obtain school permission to distribute/publish a photograph or video to a website, blog, social media, video hosting, or other digital publishing platform.

Consequences:

The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with these policies or the district's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK USER EXPECTATION SIGN-OFF

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will not sell, give away or pawn the Chromebook.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Mott Middle College.
- I will follow the policies outlined in the Chromebook Policies and Guidelines and the User Agreement while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.

Mott Middle College

2026-2027 STUDENT HANDBOOK

- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Printed Student Name: _____

Student Signature: _____

Printed Parent Name _____

Parent Signature: _____

Date: _____

STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

Student Information

Last Name _____ First Name _____

Address _____

Phone Number _____

Parent Information

Last Name _____ First Name _____

Address _____

Phone Number _____

Technology Acceptable Use Agreement

Student Agreement

Rules and regulations are necessary in order to offer technological opportunities to the students. In order to use technology resources, I agree to abide by MMC Chromebook Policies and Guidelines, and the User Agreement as stated in this document.

Student Signature: _____

Date: _____

Parent/Guardian Agreement

In consideration of the privileges and opportunities afforded by the use of MMC technology and computer resources, I hereby release MMC and its agents from any and all claims of any nature arising from my student's use or inability to use MMC technology and computer resources. I will support my child in the care and use of their assigned Chromebook.

Parent Signature: _____

Date: _____

Mott Middle College

2026-2027 STUDENT HANDBOOK

CHROMEBOOK STUDENT/PARENT USE AGREEMENT

Mott Middle College

Student/Parent Chromebook Use Agreement 2015-2016

In this agreement, "Chromebook" means Chromebook and all its components, software, battery, and charger.

Parent and Student please initial each section:

P: S:	TERMS: You will comply at all times with Mott Middle College's Chromebook Policies and Guidelines as well as MMC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared. Students will return their issued Chromebook at the end of every year (with their name matching the assigned identification number).
P: S:	TITLE: Legal title to the Chromebook is MMC and it shall remain with MMC. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this User Agreement and the Chromebook Policies and Guidelines.
P: S:	LOSS OR DAMAGE: If the property is accidentally damaged or incurs loss due to an act of nature, Mott Middle College will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property within 10 days of the occurrence. Loss or theft of the property must be reported to the school district by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
P: S:	REPOSSESSION: Students not complying with all terms of this User Agreement and the Chromebook Policies and Guidelines, including the timely return of the property, will be declared to be in default and authorities may be sent to your place of residence or other location of the Chromebook to take possession.
P: S:	TERM OF AGREEMENT:

Mott Middle College

2026-2027 STUDENT HANDBOOK

	Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by MMC or upon student withdrawal from MMC.
P: S:	APPROPRIATION: Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

MOTT COMMUNITY COLLEGE EARLY ADMIT/DUAL ENROLLMENT HIGH SCHOOL STUDENTS

Early admission to Mott Community College is available to any high school student who meets the following criteria: The student is pursuing a high school diploma and has a minimum cumulative 2.5 grade point average; The student has the signed permission of the parent or guardian, high school counselor and principal (parts 1–4 of Dual Enrollment/Early Admit Certification form). Exceptions can be made for those students the counselor or principal believe will benefit from an early college admission experience. Students are limited to course limitations as established by the State of Michigan, courses approved by their high school and must maintain a minimum 2.0 GPA in each college course as well as in the high school courses. Students may enroll in subsequent semesters by submitting a new Dual Enrollment/Early Admit Certification for each semester.

Dual Enrollment through the State of Michigan is available to qualifying high students starting as early as 9th grade through the 12th grade. Eligible students are those students who have met the requirements for an endorsed diploma in a subject area of the High School Proficiency Test. A student in the 12th grade would be eligible under this bill for courses in the subject area in which the student has completed the requirements for an endorsed diploma, computer science, or foreign language courses not offered by the school and fine arts program as permitted by the district. For more information go to: www.michigan.gov search, dual enrollment.

Eligible Courses are as follows:

- The course is not offered by the school district; or is a course offered, but not available due to a scheduling conflict beyond the student's control as determined by the board of education.
- An academic course that is not ordinarily taken as an activity course.
- A course that the post-secondary institution normally applies toward satisfaction of degree requirements.
- A course not in the subject area of hobby craft, recreation, physical education, theology, divinity or religious education, including but not limited to Philosophy of Religion.

Tuition and Fee Support

The school district is responsible for the lesser of:

- The tuition, mandatory course fees, materials fees and registration fees required by the post-secondary institution, and any late fees that result from the school's failure to make the required payment.
- The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

High school students are not eligible for federal financial aid. The student is responsible for transportation as well as any tuition, fees, books and supplies that are not paid by the school district. Additional criteria apply.

Requirements: ALL HIGH SCHOOL STUDENTS APPLYING AS EARLY ADMIT OR DUAL ENROLLED STATUS MUST/WILL:

- Have a minimum 2.5 high school grade point average.
- Submit the Dual Enrollment and Early Admit Certification form to the Admissions and Recruitment Office with all required signatures.
- Submit a Completed Admissions Application to the Admissions and Recruitment Office (each academic year).
- Submit a high school transcript to the Admissions and Recruitment Office (each academic year)
- Picture identification will be required for admissions, placement, orientation and registration.
- Attend a new student orientation.
- Take the college placement assessment test and/or submit ACT scores of 20 or above in individual sections.
- Be limited to courses per grade level as determined by the State of Michigan.
- Meet all the prerequisites required for enrollment in a class.
- Have attended at least one semester before registering for e-Learning class(es).
- Any student in the 9th and/or 10th grade (14 & 15 years old) may be required to have parent and college instructor approval and meet with a college counselor to determine college readiness. Students younger than the recommended age may require a parent to register for the class also.

EARLY ADMIT STUDENTS must maintain a minimum 2.0 grade point in all college and high school course work. If the GPA drops below 2.0, college enrollment is not allowed until after high school graduation. Students with less than a 2.5 GPA may be considered for enrollment in developmental courses only. Students will need to take the Placement Assessment unless a waiver from this is obtained. Please see the Admissions & Recruitment Office for further instructions.

DUAL ENROLLED STUDENTS must submit the completed Dual Enrollment and Early Admit Certification form with the appropriate school signatures that authorize the specific course(s) to be taken and indicate to whom the bill should be submitted. This application also certifies the student meets criteria for dual enrollment. Students must maintain a minimum 2.0 grade point average in all college and high school course work.

HOMESCHOOLED STUDENTS must submit the completed certification form and provide documentation of academic status, ACT scores and previous academic transcripts. Potential students must attend an orientation and complete placement assessment prior to being admitted to the College. Students will be limited to the number of courses set forth by the State of Michigan for dual enrolled students.

SUBSEQUENT & CONTINUED ENROLLMENTS The Dual enrollment and Early Admit Certification must be submitted for all subsequent enrollments until the student no longer is eligible for Dual Enrollment or Early Admit status. Copies of high school grades for each semester after admission must be submitted prior to attendance for the next semester/session.

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

"Directory information" is information contained in a student's education record that is not generally considered harmful or an invasion of privacy if disclosed. The Board has designated the following information about each student as "directory information":

- Student name
- Participation in officially recognized activities and sports.

Directory information will not be provided to a for-profit business entity.

If you **do not** want your student's directory information released for one or more of the purposes listed below, please return the completed and signed form to your school office [30 calendar days from the start of the school year]. Your opt-out request will be recorded in the ISD's student information system. If you do not wish to opt out of any of the above common uses, you do not need to return this form or take any other action.

The Genesee ISD **may not** share/use my student's directory information for the following purposes:

- ☐ ISD publications, including but not limited to yearbook, graduation program, theater playbill, athletic team or activity roster, newsletter.
- ☐ Prospective employers for the student.
- ☐ School PTO or parent organization.

Federal and State law require the district to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon request. If you do not want your students' information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education without my prior written consent.

Print Student's Name& School

Print Name of Person Signing & Relationship to Student

Signature of Parent/Guardian/Adult Student

Date

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



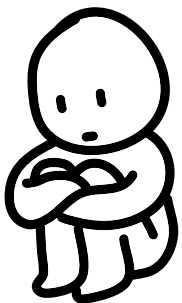
Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions

You may feel scared, uncomfortable, upset, embarrassed or angry.



When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called “Criminal Sexual Conduct.”**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

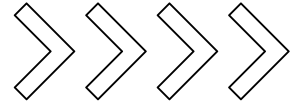
There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

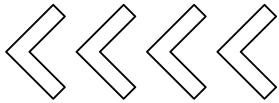
Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

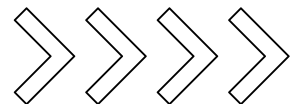
Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>



Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.



GENESEE INTERMEDIATE SCHOOL DISTRICT

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Sexual Harassment and Sexual Assault Information Guide

District Title IX Coordinator

Jeffrey Adams, Executive Director of Human Resources

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District Policies Related to Sexual Harassment and Sexual Assault

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.

Board Policy 5517 – ANTI-HARASSMENT

Board Policy 5517.01 – BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

For the complete policies on Sexual Harassment and Sexual Assault, visit the district's Board Policy at <https://go.neola.com/genisd-mi/policy/policy-manual> or scan the following. These policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.

