

MISSION STATEMENT

Clarkston Community Schools will provide a challenging, healthy, engaging, safe, and supportive educational experience in partnership with families and the community.

Clarkston Community Schools
6389 Clarkston Road
Clarkston, MI 48346
248-623-5400

BOARD OF EDUCATION MEMBERS

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ADMINISTRATION

Dr. Shawn Ryan.....	Superintendent
Mrs. Nancy Mahoney.....	Assistant Superintendent, Instructional Services
Mr. John Lucido.....	Assistant Superintendent, Administrative Services
Miss Kirstin Knag.....	Assistant Superintendent, Business Services
Mrs. Katie Lamay.....	Executive Director, Student Support Services
Mr. Wes Goodman.....	Executive Director of Operations

Note: Board of Education Policies are sometimes referenced for specific policies and guidelines. For example, B.P.5200 (Attendance in Class). To view Board Policies and Administrative Guidelines, go to the district website at www.clarkston.k12.mi.us and click on District Policies.

The Clarkston Community Schools, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, states that it is the policy of the Clarkston Community School District that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, gender, marital status, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

If any person believes that the Clarkston Community School District or any part of the school organization is guilty of discrimination as noted above, he/she may bring forward a complaint which should be referred to as a grievance to the following public officials:

Staci Puzio, Health and Well-Being Coordinator (Section 504 Coordinator)
Clarkston Community Schools
6389 Clarkston Road,
Clarkston, MI 48346

(All other inquiries related to discrimination)
John Lucido, Assistant Superintendent, Administrative Services
Clarkston Community Schools
6389 Clarkston Road,

Clarkston, MI 48346

Clarkston Community Schools
STUDENT CODE OF CONDUCT

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ANNUAL NOTICE TO PARENTS / GUARDIANS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. ***The right to inspect and review the student's education records within 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 principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate:***
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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.
3. ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:***
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
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.
4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by Clarkston Community Schools to comply with the requirements of FERPA:***
Complaints should be sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clarkston Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clarkston Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone lists—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Clarkston Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within twenty (20) days after receipt of this public notice. A form is enclosed for this purpose. You may also access this on your parent account online and select to keep your information private. Clarkston Community Schools has designated the following information as directory information:

- Student's name
- Major field of study
- Participation in officially recognized activities and sports and related information
- Date of graduation
- Grade placement
- Honors and awards received

If you have any questions regarding this notice, please contact the school principal.

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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 parents; 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 obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
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 (requests should be made to the building principal).

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Clarkston Community Schools (the District) has developed 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.

The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District 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.

The District 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 reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information 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.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of
Education 400 Maryland
Avenue, S.W. Washington,
D.C. 20202-5901

ADDITIONAL STATE LAW REQUIREMENTS

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

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

1. the specific information that was disclosed;
2. the name and contact information of each person, agency, or organization to which the information has been disclosed;
3. the legitimate reason that the person, agency, or organization had in obtaining the information.

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

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

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

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

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

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

REQUEST TO KEEP CONTACT INFORMATION PRIVATE

Please note the following information:

1. The school district showcases the achievements of our students in many ways. Frequently in our buildings, we record (by way of photography or videotape) school activities and events. These images are used for school and district publications, our website, cable television, and news releases.
2. The law requires that schools give parents and students the opportunity to request that "directory information" on students not be disclosed to anyone outside of the school. Directory information includes student name; major field of study; participation in officially recognized activities and sports and related information; date of graduation; grade placement; and honors and awards received. Addresses are not part of the district's "directory information" and therefore are not released to anyone outside the school.*
3. **High School Students Only:** The law requires that students' names, addresses, and telephone numbers be released to United States Armed Forces recruiters unless a parent/guardian notifies the school district otherwise.

If you do not want any or all of the above information released, please fill out this form and return it to the Superintendent's Office within 20 days of receipt of this notice. The address is:

Shawn Ryan, Superintendent
Clarkston Community Schools
6389 Clarkston Rd
Clarkston, MI 48346

Please note that **you do not have to return this form** if you do not object to the release of the above information.

Student's Name:		Grade:		School:	
Student's Name:		Grade:		School:	
Student's Name:		Grade:		School:	
Student's Name:		Grade:		School:	

Name of Parents/ Guardians:	
Address:	
Phone Number:	

Please check all that apply:

- ☐ Do not release name, address or telephone number to military recruiter (#2 above) without prior consent.
Note: Only applies to high school students.
- ☐ Do not photograph or record images (#3 above) without prior consent.
- ☐ Do not release "directory information" (as noted under #1 above) without prior consent. **Please note that by checking this box, your student's name will not appear in the school yearbook or other school publications.*

Signature of Parent/Guardian:		Date:	
Signature of Student (if over 18):		Date:	

Note: If a student is over 18 years of age, the student may determine whether or not to complete this form. This form will be forward to the School Principal, Central Office Administrator, and Media Contact Person as appropriate.

This Student Code of Conduct sets forth the expectations and rules governing student behavior. In this regard, students are expected to comply with all applicable laws, District Board Policies, administrative guidelines, and this Code of Conduct

ADMINISTRATIVE GUIDELINES

ANIMALS ON DISTRICT PROPERTY

This District recognizes that there are many occasions and many reasons when animals are present on District Property. Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support and serve as a 'Service Animal', or support specific curriculum-related projects and activities. Please refer District Board Policy 8390.

ATTENDANCE IN CLASS (DAY OF ACTIVITY)

Students must be in attendance for a minimum of four classes on the day of the activity in order to participate. See Board Policy 5200

BLOODBORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of the hepatitis B virus (HBV) and the human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

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

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

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

For more details see: Board Policy: 5517.01.

CELL PHONES AND ELECTRONIC COMMUNICATION. LISTENING & STORAGE DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extracurricular activities) and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Also, during school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. (See BOARD POLICY 5136)

CHILD PROTECTION LAW (CHILD ABUSE)

School district staff members, in accordance with law, will report suspected child abuse or neglect resulting in physical or mental injury to a student whether ascertained or suspected, to the Michigan Department of Social Services.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease transmitted through casual contact is essential to the well-being of the school community and to the efficient district operation.

In order to protect the health and safety of students, district personnel, and the community at large, the board shall follow all state statutes and Health Department regulations that pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

BOARD POLICY 8450, 8453

DISTRIBUTION AND SALES OF AUTHORIZED MATERIALS

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools. The Board will permit student fund raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fund raising by approved school organizations, those whose funds are managed by the district, may be permitted in school by the principal. Such fund raising off school grounds may be permitted with prior approval by the Superintendent. BOARD POLICY 5830

DRUG-FREE SCHOOLS

Quality education is not possible in an environment affected by drugs. Clarkston Schools will seek, for the benefit of students, to establish and maintain an educational setting, which is not tainted by the use or evidence of use of any controlled substances. Students violating this policy will be subject to discipline under the district Student Code of Conduct.

Board Policies: 3122.01; 5530; 4122.01.

EMERGENCY CLOSING

Information concerning the closing of Clarkston Community Schools due to severe weather, unsafe road conditions, or emergency situations will be communicated through the district call system. This system will call the number that the parent lists as their "Primary" phone number in our student information system. School closings will also be announced on local television stations, and may be obtained by dialing radio stations WWJ (950 AM), WKQI (95.5 FM), or WJR (760 AM). Unless otherwise announced, evening events are automatically canceled if schools are closed during the day. In the event a tornado warning is given or other severe weather conditions occur while school is session, our policy will be to keep all students in their buildings until conditions warrant their dismissal. In the case of early dismissal it is not feasible to contact all parents. Please instruct your child to follow the emergency procedure you have planned for him/her. Please designate two different neighbor's homes for your child to go to in case you are not at home. Also be sure to make specific arrangements with these neighbors. Board Policy 8420.

ENGLISH AS A SECOND LANGUAGE

Admission to vocational/technical programs and general education programs will not be denied for a non-English speaking student with limited English skills. Upon enrollment, the need for a tutor for non-English speaking students should be registered with the school administrator. Tutoring will be provided at no cost to the student.

FIRE AND TORNADO DRILLS

A series of fire, tornado, and lockdown drills are practiced so that children know what is expected in the event the real thing should ever occur. Calling the school during an emergency situation loads our phone lines and makes it very difficult for us to follow through with our designated procedure. If school is to be closed early/late as the result of weather conditions, the elementary school fanout and broadcasting stations listed would pass this information along to you. BOARD POLICY 8420

FREE AND REDUCED LUNCH

The school district provides a lunch program that is available to all students. For families on limited income, the government offers free or reduced prices on lunches, depending on the size of the family and the income. If you have a question about this matter, please contact the school office. BOARD POLICY 8531

HOMEBOUND AND HOSPITAL TEACHING SERVICES

Clarkston students who are unable to attend school because of medical conditions may be eligible for Homebound or Hospital teaching programs. Eligibility is based on a physician's written certification that a student has a medical condition that prevents him/her from attending school. Referrals should be initiated at the earliest possible time to prevent unnecessary delays in a student's education. Further information may be received by contacting the building administration.

INSTRUCTIONAL MATERIALS

All necessary supplies are furnished by the school district. Pencils, note pads, erasers, folders, and school spirit items are available in the Student Bookstore strictly as a convenience for the student who may wish to purchase their own personal materials. BOARD POLICY 2521

INSURANCE AND ACCIDENTS

School accident insurance is available to all students. Insurance forms are available in the office at the beginning of each school year. If a student has an accident or injury at school it should be reported to the teacher in charge. An accident report will be filled out, and if you have insurance, the claim will be forwarded. BOARD POLICY 8710

MEDICATION – Prescription and Non Prescription

Before any medication or treatment may be administered to any student during school hours, the principal must have a written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file under supervision of the building principal. Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. All medication must be stored in the school office. BOARD POLICY 5330

EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330. Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. BOARD POLICY 5330.01

NON-DISCRIMINATION COMPLIANCE

The Clarkston Community Schools is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990. It is the policy of the Clarkston Community School District that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, gender, marital status, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

BOARD POLICY 3122 BOARD POLICY 4122 BOARD POLICY 5517

SECTION 504 COMPLAINT PROCEDURES

A complaint is defined as an alleged action prohibited under the Act identified above, and a complainant is a student or employee who submits a complaint.

STEP 1: The complainant must submit to the administrator designated to receive and investigate complaints alleging noncompliance with the Rules and Regulations, a signed, written, "Statement of Complaint." The "Statement of Complaint" shall name the complainant; shall state the facts giving rise to the complaint; shall identify all the provisions of the Rules and Regulations alleged to be violated; shall state the contention of the complainant with respect to those provisions; shall indicate the relief requested; and shall be signed by the complainant involved. The coordinator shall give the complainant an answer in writing no later than five (5) business days after receipt of the written complaint.

STEP 2: If the complaint is not resolved in Step 1, it must be submitted within five (5) business days to the Superintendent. The Superintendent or her/his designee and the complainant shall meet within a reasonable time, not to exceed fourteen (14) business days, in an attempt to resolve this matter.

STEP 3: If a satisfactory disposition of the complaint is not made as a result of the meeting provided in Step 2 above, either party shall have the right to file said complaint with the Secretary of the Board within five (5) days of the meeting provided in Step 2. The Board shall have thirty (30) days to render its decision, in writing, to the complainant.

Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the complainant became aware of the complaint or reasonably should have become aware. If the complaint is not served within that time, the complaint will not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step 2 within the time limit provided shall also bar the complaint.

TITLE IX DISCRIMINATION COMPLAINT PROCEDURE

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations.

However, any person may report sex discrimination other than sex-based harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination other than sex-based harassment).

Sex discrimination covers several types of harassment including, but not limited to: sex-based harassment, sexual violence, pregnancy discrimination, the failure to provide equal athletic opportunity, sex-based discrimination in a school's science, technology, engineering, and math (STEM) courses and programs, discriminatory application of dress code policies and/or enforcement, and retaliation.

Sex-based harassment can be defined as a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

A.

Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

OR

B.

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;

2. the type, frequency, and duration of the conduct;
3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. the location of the conduct and the context in which the conduct occurred; and
5. other sex-based harassment in the District's education program or activity.

OR

C.
Specific offenses.

- A. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- B. Dating violence meaning violence committed by a person:
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship.
- C. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - a. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located or a person similarly situated to a spouse of the victim;
 - b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - c. shares a child in common with the victim or
 - d. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.
- D. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. fear for the person's safety or the safety of others; or
 - b. suffer substantial emotional distress.

Any complaint can be made 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 sex-based 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 sex discrimination 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 of the report. The Superintendent or a designated independent third party will then serve in place of the Title IX Coordinator for purposes of addressing that report of sex discrimination.

The Board does business with various vendors, contractors, and other third-parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or third-party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of discrimination not based on sex will be addressed through the procedures outlined in Board policies the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of sex discrimination or allegations of sex discrimination if any Board employee, contractor, or vendor has such knowledge, and because the Board must take specific actions when it has notice of sex discrimination or allegations of sex discrimination, a Board employee, contractor, or vendor who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sex-based harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee, contractor, or vendor must also comply with mandatory reporting responsibilities pursuant to M.C.L. 722.623 and Policy 8462 – Student Abuse and Neglect, if applicable. If the reporting party's knowledge is based on another individual bringing the information to the reporting party's attention and the reporting individual submitted a written complaint to the reporting party, the reporting party must provide the written complaint to the Title IX Coordinator.

If a Board employee, contractor, or vendor fails to report an incident of Sexual Harassment of which the Board employee, contractor, or vendor is aware, the Board employee, contractor, or vendor may be subject to disciplinary action, up to and including termination or termination of contract, if applicable.

When a report of sex discrimination 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. Upon dismissal of a complaint or initiation of a formal grievance procedure or an informal resolution process, the Title IX Coordinator will also offer supportive measures to the respondent as appropriate. In all cases, 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.

P.A. 25 (SCHOOL IMPROVEMENT)

The Clarkston Community School District is actively involved in the School Improvement Program as defined by state law. Questions regarding the K-12 program should be addressed to Shawn Ryan, Deputy Superintendent.—Board Policy 2120

PARENT VOLUNTEERS

The Clarkston School District has a proud history of community support for education and actively encourages citizen participation in its schools. An avenue for becoming involved in the Clarkston Schools is to become a school volunteer. Each building in the district operates a volunteer program to assist students and staff with specific needs. For more information about joining a parent organization or becoming a volunteer, contact the building principal. Board Policy 4120.08

PESTICIDE APPLICATION NOTIFICATION

Periodically, common areas of district buildings receive an application of pesticides. Common areas include hallways, large group meeting rooms, kitchens, storerooms, and building entrances. Classrooms are generally not sprayed. Before each pesticide inspection and/or application, proper notification is posted alerting the public.

Parents have the right to request prior notification of pesticide applications to the buildings or grounds. If you would like to have prior notification, you must complete a form in your child's school office. Pesticides may be applied in an emergency situation without prior notification to parents or guardians. If that is necessary, parents or guardians will be notified as soon as possible.

PROMOTION POLICY

The administrative guidelines for promotion and retention of students:

- A. requires the recommendation of the relevant staff members for promotion or retention,
- B. requires that parents are informed in advance of the possibility of retention of a student at a grade level,
- C. assures that efforts are made to remediate the student's difficulties before she/he is retained, and
- D. assigns to the building principal the final responsibility for determining the promotion or retention of each student.
M.C.L.A. 380,132 (4) (d), 380.248 (d); Board Policy 5410.

REPORTING STUDENT GRADES TO PARENTS

Grade reports are issued to all students at the end of each semester. Report cards are available in Parent Vue System at semester end. Parent/Teacher conferences are held each semester. Board Policy 5420.

REPRODUCTIVE HEALTH CURRICULUM

Parents have a right to review the curriculum and materials that are used during those portions of our health curriculum that deal with issues related to communicable diseases and reproductive health. Specific letters will be mailed home at various times during the year to inform parents about the basic content of instruction and when materials are available for review. Parents also have a right to exempt their students from any portion of this instruction by notifying the principal of the school. Board Policy 2414.

SCHOOL BUILDINGS AND GROUNDS

Students are asked to remember that the school buildings and grounds are community property. Students will be expected to pay for damage done to school property. Board Policies 7410, 7420,

SCHOOLS OF CHOICE

Clarkston Community Schools accepts only students who are legal residents of Clarkston Community Schools, or those students who qualify for eligible programs. The district offers resident or eligible students a choice of elementary schools to which they may attend within the district. A student may attend a school out of their attendance area in elementary school under the following guidelines:

1. Parents must provide transportation to and from the new school.
2. The class size in the grade level and the courses offered permits new students from outside the attendance area without additional cost.
3. Parents complete an application and submit it to central enrollment.
4. Permission for such attendance must be given by the sending principal, the receiving principal, and the Superintendent or his/her representative. Board Policy 5120.

SEARCH AND SEIZURE

School authorities may search school property such as lockers used by students, the person or property, including vehicles of a student. Board Policy 5771.

SEXUAL HARASSMENT OF STUDENTS

The sexual harassment of students is strictly forbidden and a school district employee or student engaged in such conduct will be subject to discipline. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical contacts of a sexual nature. A report of such action should be made immediately to the building principal. Board Policies 3362, 5517

SPECIAL EDUCATION

The Student Support Services Department has the responsibility for serving all Clarkston children who need Special Education programs and/or services. Programs are provided for students with any impairment and are operated according to mandated Federal, State and County regulations. Persons wanting information regarding referrals, evaluations, special programs, support services, etc., may inquire at any local school building or by calling the Student Support Services office (248-623-8080).

STUDENT IMMUNIZATIONS

Michigan State law requires that any student enrolling in a school for the first time must show proof of immunization against the following diseases: diphtheria, tetanus, measles, pertussis, polio, rubella, mumps, and Hepatitis B, or a waiver signed by the parent or guardian to the effect that there is a religious or other objection to the immunization. New enrollees, including kindergartners, will not be allowed to attend without the required immunization or waiver. All new entrants will be required to either be vaccinated against varicella (chicken pox) or present documented immunity from a reliable source. Board Policy 5320.

Michigan law requires children to be up to date on all required immunizations on or before the first day of school. Children who have valid medical reasons that prevent or delay them from receiving a vaccine may submit a waiver, signed by the child's physician, which explains the medical issue and vaccine involved. However, any parent/guardian who wishes to waive vaccines for non-medical reasons are now REQUIRED to receive vaccine education from their local health department. This rule applies to all children entering childcare, kindergarten and 7th grade, or newly enrolled in the district after January 1, 2015.

STUDENT INJURY AND ILLNESS

All injuries must be reported to a teacher or office personnel. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedure.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. Board Policies 8442, 5340.

STUDENT TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Clarkston Schools, the parent must notify the principal. The transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the building principal for specific details.

USE OF TOBACCO ON SCHOOL PREMISES

The Clarkston Community Schools Board of Education prohibits the use of tobacco on school premises, and in

District vehicles, including all the buildings and grounds owned and/or operated by the District. For purposes of this policy, "use of tobacco" means any of the following:

1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking devices
2. the inhaling or chewing of a tobacco product
3. the placing of a tobacco product with a person's mouth and/or the smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Board Policies 7434, 5512, 3215, 4215

YOUTH ASSISTANCE

The Clarkston District supports and makes referrals to the Clarkston Area Youth Assistance. Referrals to Youth Assistance may also be made by parents by calling 623-4313. Board Policy 2260.

STUDENT CODE OF CONDUCT and PROHIBITED ACTS

PREAMBLE

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the District's requirements for credit and graduation, or the District's authority to regulate the participation of students in extra-curricular and athletic activities. A decision to expel or suspend a student from participating in extra-curricular and athletic events is solely within the discretion of the Superintendent of Schools, or his/her designee and is outlined in the Athletic Code of Conduct.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will 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, then the actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited act in a motor vehicle being used for a school related activity;
3. engages in a prohibited act involving another student who is en route to school;
4. engages in a prohibited act which has its inception in school, is school connected or adversely affects, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances to students off school property would be a violation of the Student Code of Conduct;
5. engages in a prohibited act when the student was not enrolled in the Clarkston Community Schools or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Clarkston Community Schools (see Article IV of this Code of Conduct).

DEFINITIONS OF DISCIPLINE

1. Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include such disciplinary measures as: the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom school functions, activities, events, etc.
2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions.
3. Expulsion - Means either the permanent exclusion or such other exclusion defined by law as an expulsion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the School Board.
4. Snap Suspension - Teachers are authorized to suspend a student for up to one (1) day from a class or activity for misconduct resulting in the serious disruption of the class/activity. (MCL 380.1309(1)(2))

PROHIBITED ACTS

1. Arson

A student shall not burn, or attempt to burn, any school building, structure or property or intentionally set, or attempt to set, a fire on school property, or cause or attempt to cause an explosion, or be in possession of

materials which may be used in the aforementioned activities.

Penalty Administrative intervention to expulsion

2. Bullying

Please refer to the definition under the Harassment Policy at #17

3. Cell Phones/Electronic Devices

A student shall not use a cell phone or an electronic communication device in school without prior approval from a building administrator. Please refer to the student handbook and board policy 5136 for specific school guidelines.

Penalty – Administrative intervention to expulsion

4. Coercion, Extortion, or Blackmail

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Penalty Administrative intervention to expulsion

5. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

Penalty - Administrative intervention to expulsion

6. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by Federal or State law or local ordinance

Penalty Administrative intervention to expulsion

7. Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any School District function, activity or event, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct that causes disruption or interferes with the education process, is forbidden.

- a. Occupying any school building, school grounds, or part thereof, without the permission of a school building staff member which deprives others of its use;
- b. Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;
- c. Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- d. Instigating or participating in a disturbance, or causing a disturbance that interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school-sponsored activity.

Penalty - Administrative intervention to expulsion

8. Dress

A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. Specific guidelines for appropriate student dress are included in building student handbooks.

Penalty - Administrative intervention to suspension

9. Failure to Comply with Directions of School Personnel

A student shall not be insubordinate or fail to comply with district policies or instructions and directions of District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action.

Penalty - Administrative intervention to expulsion

10. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty - Administrative intervention to expulsion

11. False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members or volunteers.

Penalty - Administrative intervention to expulsion

12. False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

Penalty – Administrative intervention to expulsion

13. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Penalty - Administrative intervention to expulsion

14. Fighting

An unplanned physical altercation resulting in pushing, shoving, or exchanging of blows between students will not be tolerated.

Penalty- Administrative intervention to expulsion

15. Fireworks, Explosives, Chemical Substances

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

Penalty – Administrative intervention to expulsion

16. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, graffiti, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term “gang” as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

Penalty - Administrative intervention to expulsion

17. Harassment / Bullying – (Refer to District Board Policy 5571.01)

a. Any threatening, insulting, or dehumanizing gesture. Verbal, physical, electronic or written harassment for the purposes of this policy shall be defined as behavior that:

- Intimidates individuals or groups on any basis including race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”)
- Involves an expressed or implied threat to personal safety has the effect of interfering with an Individual’s participation in the curricular or extracurricular activities of the school district
- Bullies or hazes another student or teammate. (See district policy 5517.01)
- Is disruptive to the educational process that may have originated in or outside of school, on or off campus.

Penalty – Administrative intervention to expulsion

b. **Sexual harassment** for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to:

- Written contact: sexually suggestive or obscene letters, notes, invitations, drawings, verbal contact; sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person’s body or sexual characteristics that are used in a negative or embarrassing way.
- Physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another’s body, assault, blocking movement, or coercing sexual intercourse.
- Visual contact, suggestive looks or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars, or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Clarkston Schools, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student’s report, a parent’s report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building principal or his/her designee. The building principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education.

Penalty – Administrative intervention to expulsion

18. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Penalty - Administrative intervention to expulsion

19. Insults/Verbal Abuse/Intimidation/Improper Communication

Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitute and student teachers), Board of Education members, chaperons, volunteers or visitors to the school building.

Penalty - Administrative intervention to expulsion

20. Personal Protection Devices

A student shall not possess, handle or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

Penalty - Administrative intervention to expulsion

21. Physical Assault

A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence.

Penalty - Administrative intervention to expulsion

22. Scholastic Dishonesty – Plagiarism, Uttering and Publishing

A student shall not engage in academic cheating. 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. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

Penalty - Administrative intervention to expulsion

23. Smoking/Tobacco/Vaping

A student shall not vape, smoke, chew, or otherwise use tobacco, nicotine products or a "look-alike" product. A student shall not, while on District property or in proximity of campus, in District-owned vehicles, and at District-related events have in his/her possession or under his/her control tobacco in any form, or paraphernalia related to its use.

Penalty - Administrative intervention to expulsion

24. Substance Possession/Use/Handling

Substances/Items covered:

- Alcoholic beverages or intoxicants, including, but not limited to glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substances for the purpose of becoming intoxicated or under the influence.
- Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant and/or other controlled substance, or controlled substance whether or not intended for human consumption, and as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, and controlled substance or controlled substance analog not otherwise defined herein shall be defined under the existing State Law.
- Any prescription or nonprescription drug, medicine, vitamin or chemical substance; (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, or other medications).
- Any legal substance represented as an illegal or controlled substance, e.g. No-Doze as "speed" or "crack."
- Any paraphernalia for the purpose of possessing or using substances covered or items used as such is prohibited unless otherwise permitted by law and/or the District.

If a medical drug test or alcohol test is offered and refused, it will be assumed that the student is under the influence and/or using a controlled substance. If accepted, results of a test administered by a medical professional or law enforcement officer must be shared with the school administration, in document form, by the end of the business day. Any disciplinary decision will stand unless proof of a negative drug test is provided.

Penalty - Administrative intervention to expulsion

25. Suspended Student on School Property or Attending School Activities

A student, while on suspension, shall not enter School District property without the permission of a building administrator. 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.

Penalty - Administrative intervention to expulsion

26. Theft, Possession of Stolen Property or Damage of Property

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, or attempt to steal, or knowingly be in the unauthorized possession of school

property or the property of another person.
Penalty– Administrative intervention to expulsion

27. Threats

Students making bomb threats, false alarms, or “similar threats” that place or that are perceived as placing the safety of one or more persons or of property at risk, will not be tolerated.

Penalty – Administrative intervention to expulsion

28. Trespass, Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, or other areas of the building or grounds.

Penalty - Administrative intervention to expulsion

29. Truancy from School

A student shall not be absent from school (a full day, or any part of a day) without permission. A student shall not leave the school campus without following the proper check out procedure or without permission

Penalty- Administrative intervention to expulsion

30. Verbal Assault

Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel or students will not be tolerated. Verbal assault is to be considered any communication or behavior that, by its nature, poses a serious threat to the safety or well-being of others.

Penalty - Administrative intervention to expulsion

31. Violations of Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Penalty - Administrative intervention to expulsion

32. Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paint ball gun, air-soft gun or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.

Penalty - Administrative intervention to expulsion subject to the provisions of M.C.L. 380.1310d and 380.1311.

33. Weapons – Look-A-Like A student shall not possess, handle, or transmit any object or instrument that is a look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Penalty - Administrative intervention to expulsion subject to the provisions of M.C.L. 380.1310d and 380.1311.

DUE PROCESS PROCEDURES

1. Introduction to the Rules of Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the building administrator, hearing officer, Superintendent of Schools, or the Board, then such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the building administrator, hearing officer, Superintendent of Schools, or Board.

The initial judgement that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

2. The Role of Restorative Practices in Suspension and Expulsion

The Board or its designee shall consider using restorative practices as an alternative or in addition to suspension or expulsion. “Restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct. Restorative practices may include victim-offender conferences that:

1. Are initiated by the victim;
2. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen years old, by the victim;

3. 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");
4. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.
5. May result in an agreement signed by all participants which includes selected consequences and time limits for their completion.

Generally, restorative practices will be given first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

3. Before suspending or expelling a pupil for:

- Committing a physical assault against another pupil at school (as defined by MCL 380.1310)
- Committing a gross misdemeanor (as defined by MCL 380.1311(1))
- Possession of a dangerous weapon, committing criminal sexual conduct on school grounds, or committing arson on school grounds (as defined by MCL 380.1311(2))
- Committing an assault against an employee, volunteer, or contractor (as defined by MCL 380.1311a)

The Board or its designee, as applicable, shall consider each of the following factors:

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

The method used for consideration of these factors is at the sole discretion of the Board or its designee. In exercising discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its applicable designee can demonstrate that it considered each of the factors listed above. Accordingly, in such cases, the Board or its applicable designee shall make a written record of its consideration of each of the factors listed above.

4. Mitigating Factors Related to Possession of a Dangerous Weapon, Including a Firearm, in a Weapon Free School Zone

The Board or its designee shall expel any student who possesses a firearm in a weapon free school zone in violation of state law, unless the student can establish mitigating factors by clear and convincing factors. The Board or its designee may, but is not required to, expel a student for possession of a dangerous weapon, including a firearm, in the student can establish in a clear and convincing manner one of the following mitigating factors to the satisfaction of the Board or its designee:

- (a) The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- (b) The weapon was not knowingly possessed;
- (c) The student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- (d) The weapon was possessed at the suggestion, request, direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if (1) the Board or its designee determines in writing that the student establishes at least one of the four mitigation factors listed above by clear and convincing evidence, and (2) the student has no prior history of suspension or expulsion.

5. Suspension of Ten (10) School Days or Less

- a. As a general rule, prior to any suspension of the student, the building administrator shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:
 1. The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
 2. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the education process, the building administrator may immediately suspend the student, but the next school day, the student shall be provided with his/her due process rights as set forth in subparagraphs above.

If after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. Any disciplinary suspension over five (5) school days, but less than eleven (11) school days, must have the prior approval of the Deputy Superintendent.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent of the suspension, giving the parent a clear explanation of the reasons and conditions of the suspension. A District "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

A building administrator's decision to impose a penalty of five (5) or less school days, or six (6) to ten (10) school days with prior approval of the Deputy Superintendent, is final and not subject to further review or appeal.

6. Suspension for Eleven (11) or More School Days and Expulsion

- a. Step One If, after his/her investigation, the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the Superintendent of Schools or his/her designee agrees with the administrator's decision, the student and the parent(s) or guardian shall be notified of:
- 1) the charges against the student;
 - 2) the recommended disciplinary action;
 - 3) the fact that a hearing will be held before the hearing officer;
 - 4) the time, place, location, and procedures to be followed at the hearing;
 - 5) the right to appeal any adverse decision of the hearing officer if the hearing officer recommends a suspension for more than thirty (30) school days or if the hearing officer recommends expulsion.

If the building administrator decides that the student's presence in school would present a danger to the student himself/herself, or to other students, school personnel, or the education process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student may be returned 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 shall appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the Superintendent or designee shall schedule the hearing to commence within fifteen (15) school days following the completion of the building principal's investigation of the charges. The time lines for commencement of the hearing may be enlarged upon the request of the administrator, student, parent(s), or guardian for cause approved by the hearing officer.

In exercising discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board or its applicable designee can demonstrate that it considered each of the factors listed above under Paragraph 3.

Step Two A hearing before the hearing officer will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure unless:

The student and/or his/her parent(s) or guardian notify the District that they waive their right to a hearing before a hearing officer. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Board will nevertheless, make the final decision on expulsion, but the decision will be based upon information submitted to it.

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

- b. Step Three - The hearing officer's decision shall be given orally to the student and parents(s) or guardian within two (2) business days after the close of the hearing and a written decision shall be mailed not later than four (4) business days after the close of the hearing. These timelines, however, may be enlarged by the hearing officer due to extenuating circumstances.

If the hearing officer's decision imposes a suspension of thirty (30) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. If the hearing officer's decision imposes a suspension in excess of thirty (30) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board.

- c. Step Four - If an appeal of the hearing officer's decision is going to be made to the Board, the student and/or his/her parent(s) or guardian must file the appeal in writing with the Superintendent of Schools within five (5) calendar days, excluding weekend, following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board will nevertheless make the final decision on expulsion, but the decision will

be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent, or his/her designee, shall notify the student and parent(s) or guardian of the time, place, location, and procedures to be followed at a Board hearing. The Superintendent or his/her designee shall determine, based upon the record and decision of the hearing officer, whether the student should be suspended pending the decision of the Board.

Upon a timely appeal, the Board shall consider the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the administration and the student, parent(s) or guardian to present oral argument in support of, or in opposition to, the hearing officer's decision. The Board may permit the administration or student, parent(s) or guardian to introduce in the appeal meeting newly discovered material evidence which could not, with reasonable diligence, have been discovered and presented at the hearing before the hearing officer.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than , seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

MISCELLANEOUS PROVISIONS

1. Voluntary Agreements of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

2. Suspended/Expelled Students on School Property or Attending School Activities

A suspended or expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

3. Students with disabilities

Although students with disabilities are covered by the provisions of this Student Code of Conduct, the time limitations set forth in the due process procedures may be temporarily suspended or enlarged by the District to assure compliance with federal and state laws governing the discipline of students with disabilities.

MISCONDUCT PRIOR TO ENROLLMENT

1. Suspension/Expulsion

In order to protect the health and safety of students and employees and to prevent threatened disruption to the education process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Clarkston Community Schools.
- b. A prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another district.

If the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Clarkston Community Schools. The Board or its designee, as applicable, shall consider using restorative practices as an alternative or in addition to suspension or expulsion in accordance with the Due Process procedures described herein.

2. Due Process Procedure

- a. **Step One** - The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgement if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process. If the initial judgement is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- 1) the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
- 2) the building administrator's recommendation regarding the suspension or expulsion of the student;
- 3) the fact that a hearing will be held before an impartial school employee (i.e., hearing officer);
- 4) time, place, location and procedures to be followed at the hearing;
- 5) the right to appeal any adverse decision of the hearing officer if a suspension is for more than thirty (30) school days or if the hearing officer recommends expulsion.

The student and/or his/her parent(s) guardian may waive their right to a hearing before the hearing officer. In such cases, the principal(s) recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

- b. **Step Two** - If the due process hearing is not waived, the hearing officer shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Clarkston Community Schools. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the hearing officer shall decide the appropriate disciplinary penalty.

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon its own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that recommended by the building administrator.

The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing, if possible, and a written decision shall be mailed not later than four (4) business days after the close of the hearing. If the hearing officer's decision imposes a suspension of thirty (30) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of thirty (30) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board.

- c. **Step Three** - If an appeal is going to be made to the Board concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools with five (5) calendar days following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent shall notify the student and parent(s) or guardian of the time, place, location, and procedures to be followed at a Board hearing. The Superintendent shall determine, based upon the record and decision of the hearing officer, whether the student should be suspended pending the decision of the Board.

Upon a timely appeal, the Board shall review the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the administration and the student, parent(s) or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer. The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

3. **Voluntary Agreements of Discipline**

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian, setting forth the parties' agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

4. **Administrative Procedures**

The administration shall implement procedures to ensure, to the extent practical, that a student, upon enrollment, has not committed an act of gross misdemeanor, or other misconduct, prior to attending the Clarkston Community Schools, when that gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

5. **Disclosure of Information at Time of Enrollment**

At the time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student. A.G. 5500

SCHOOL BUS CONDUCT CODE

The Clarkston Community Schools Transportation Department travels over 575,000 miles per year, transporting an average of

8,000 students to and from school each day! Our bus drivers are the first and last people your children come in contact with every school day, and we want that meeting to be a positive one! The Transportation Department takes great pride in the care of our bus fleet to insure that our students have a safe ride, a secure environment and a positive attitude. Clarkston Community Schools employs over 60 bus drivers who are dedicated to their job and always willing to give assistance to your children, which is why the following rules are designed so that all passengers may have a safe and enjoyable ride to and from school.

BUS CONDUCT

Parents are to be informed that school bus transportation is a privilege and not a requirement and that the bus driver is the sole authority on the bus while students are being transported. Students are expected to conduct themselves in a proper manner at bus stops. The District may not be involved in disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus at a bus stop, or after the student has disembarked from the bus at a bus stop on his/her way home. **PARENT/CAREGIVER IS RESPONSIBLE TO INFORM STUDENTS OF AN ALTERNATIVE LOCATION TO GO TO IF PARENT / CAREGIVER ARE NOT AT HOME AT TIME OF DROP OFF. PARENTS/ CAREGIVERS MUST BE AVAILABLE FOR STUDENTS ANYTIME AFTER SCHOOL IS DISMISSED.**

I. GENERAL INFORMATION:

- A. Bus transportation is a privilege - not a requirement.
- B. Students must stay seated at all times when the bus is moving. This is a critical safety issue. Violations of this provision will not be tolerated.
- C. **Students must be at the bus stop five (5) minutes before the scheduled arrival of the bus, be visible to the driver and be ready to board the bus when it arrives.** Recommendation, during dark mornings a flash light will be helpful for your student to see and be seen. **If student is not visible or not seen by the driver the bus will not stop.** The driver cannot wait for tardy students.
- D. **Parents are responsible for student conduct at the bus stop and for student safety to and from the bus stop and their home.**
- E. Students must stand in an orderly fashion off the traveled roadway away from vehicles while waiting for the bus.
- F. Students must wait until the bus has come to a complete stop before getting on or off the bus.
- G. Students must follow direction given by the driver. They are responsible for the safety of all passengers.
- H. Students must keep all parts of their body inside the bus.
- I. Students must report to the driver at once any damage to the bus that is observed.
- J. Students must help keep the bus clean, sanitary, and orderly.
- K. A bus suspension means you are suspended from all Clarkston School busses operating on normal school routes (may include athletic and field trips at the building administrators discretion).
- L. In the event school is canceled for any reason, the bus suspension will be extended the number of days school is out.
- M. Students are forbidden to possess any item that is detrimental to the health and safe transportation of passengers and driver.
- N. No eating, littering, drinking, spitting, or inappropriate communications is allowed.
- O. Students may not bring anything on the bus that cannot be safely and comfortably held on the lap.
- P. Students are expected to approach the bus in an orderly fashion.
- Q. Student shall cross all streets at least ten (10) feet in front of the school bus and after driver has signaled the student that it is all right to do so. (thumb's up)
- R. The use of cell phones or other PCDS on school buses are to be used at the discretion of the bus driver. (Bylaws & Policies 5136 Personal Communication Devices)

II. BUS DISCIPLINARY PROCEDURE – SHALL BE PROGRESSIVE:

- A. **On the bus discipline (no written report);**
The driver may attempt to achieve cooperation through verbal warnings. (This may include

assigned seats, cleaning the bus, etc.)

1st – Written Warning – may be multiple for elementary

2nd – Two school day suspension from transportation

3rd – Five school day suspension from transportation

4th – Ten school day suspension from transportation

5th – Thirty school day suspension from transportation

6th – Suspension from bus for the remainder of school year

B. Written disciplinary report;

Unusual circumstances may result in more severe discipline.

1. Written warning:

- a. If cooperation is not achieved through verbal warning, the driver will complete a written report advising of infraction and consequence.
- b. The warning will be turned into the building principal.
- c. Both parent and student will be advised of the problem by the principal or designate.

2. No warning will be given for any action that impairs the safety of riders or driver.

3. Suspension of bus riding privilege:

- a. A written discipline report will be completed by the driver showing the problem and action to be taken.
- b. The driver may use discretion in assigning less than the authorized five (5) day suspension where elementary students are involved. Every attempt will be made to resolve problems involving K-5 grade students without suspension.
- c. The student will be informed of the suspension by the school principal or designate.
- d. The principal or designate will notify the student's parent/guardian of the suspension before action is taken.
- e. A conference may be requested or required in the solution process.

III. **BUS RULES:**

The following examples of rules are designed so that all passengers may have a safe enjoyable ride to and from school. The driver is authorized to suspend riders from bus privileges through above procedures.

A. A two-day suspension from the bus is authorized if the following rules are not observed. (Repeaters will move to the next disciplinary step.)

1. Do not engage in disturbances that distract the driver's attention.
2. Share seats when requested. (All Clarkston General Ed Buses are rated 77 passenger buses. (3) Students per seat.)
3. Keep voices low - no shouting or whistling.
4. No "rough housing" pushing, hitting, or throwing things.
5. DO NOT OPEN WINDOWS on the bus without the driver's permission. Close the window when asked by the driver.
6. No food may be consumed on the bus.
7. Use of foul or obscene language and/or gestures will not be tolerated.
8. If you must cross the road after getting off the bus, you are to go in front of the bus within the sight of the driver. Wait for a signal (thumb's up) from the driver to proceed.
9. Throwing objects (snowballs, rocks, etc.) at the bus will not be tolerated.
10. Any action that causes harm to riders or driver.
11. Students getting on and off the bus at a stop other than their designated stop.

B. Five-day suspensions are authorized for the following examples of misconduct: (Repeaters will move to the next disciplinary step.)

1. Changing or getting out of seats while the bus is in motion.
2. Fighting.
3. Chewing tobacco.
4. Smoking, lighting matches or other flammable items on the bus.
5. Malicious damage to the bus or equipment. Payment for the damage is also required.
6. Foul language, verbal abuse and harassment, or threats to students or the driver.
7. Unauthorized exit from the emergency door or window.
8. Refusing to remain quiet at all railroad crossings.
9. Any threats or disrespect directed at students or the driver.

C. Unusual circumstance involving any of the above examples may result in more severe discipline.

IV. **IMPORTANT:**

Great care and judgment must be used when discharging students prior to their regular stop. From time to time students and parents will request special arrangements for their transportation to and from school. To ensure the safety of your child, the following guidelines will be followed.

PLEASE ADVISE STUDENTS OF AN ALTERNATE LOCATION TO GO IF PARENT OR CAREGIVER IS NOT HOME AT DROP OFF TIME.

- A. Bus students wishing to get off their regular bus at a stop other than their designated stop must have a note from their parents with a countersignature. From the building Administrator. This will be strictly enforced for all students
- B. Students wishing to get on the bus in the morning at a bus stop other than their designated stop must receive prior approval through the bus garage, please call 248-623-8040.
- C. A student may temporarily ride a bus other than their assigned bus under certain circumstances. Only **EMERGENCY CONDITIONS** should be considered. A request for overnight and weekend visits or social gatherings are not considered emergencies. A request for a student to reside with a friend while their parents are out of town is acceptable only if space is available on the bus.
- D. It is only permissible for students to ride a different bus home for childcare purposes on a **five-day-per-week basis**. To request to do so on a day-to-day basis is not permissible.
- E. A student who usually does not ride a bus must have similar circumstances as stated above before approval will be granted. Students are scheduled on buses to utilize the full capacity of the bus. A change without considering the number already assigned causes unacceptable conditions for students, drivers, and parents.
- F. Students are allowed to ride busses within the boundaries of that school's attendance area only.

Technology Code of Conduct - Acceptable Technology Use Agreement

Clarkston Community Schools provides access to technology, including computers, audio and video equipment, telephones, scanners and the Internet, as a privilege to users who agree to act in a lawful and responsible manner. The purpose of this document is to make you aware of the responsibilities that you are about to assume. If you violate any of these provisions, we may terminate your access and further disciplinary and/or legal action may be taken.

Clarkston Community Schools agrees and complies with the tenets of the Children's Internet Protection Act (CIPA). The district utilizes an Internet filtering system to protect students from materials that may be considered offensive or obscene.

As a Technology User at Clarkston Community Schools I agree to the following:

1. The purpose of my technology use at Clarkston Community Schools is for educational purposes under the direction of my teacher(s).
2. I will not create, retrieve, view, transmit or publish - by any means - any vulgarities, threats or obscene or otherwise inappropriate material.
3. I will not use the technology resources of the district for my personal or commercial financial gain.
4. I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
5. I will not use any of the technology systems to violate any laws or rules in the student handbook. I will not violate any copyright laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
6. I will not install, download or use any software brought in from outside sources.
7. I will not install any unauthorized device on the network or on a computer that is attached to the network. This includes but is not limited to wireless routers, bridges or access points; printers; key-loggers or any device designed to access the network or to circumvent the security of the network.
8. I will not reveal any personal information about others or myself to anyone on the Internet.
9. I will not use anyone else's ID or password. I will not use a computer that another user is logged in to.

10. I will not share my password with anyone else. I understand that if I share my password and someone else uses it, even without my permission, I will be held responsible for their actions as if they were my own.
11. I will not harm or destroy any hardware, software, or data that belongs to the Clarkston Community Schools and its users. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems.
12. I will not use any technology in such a way that it would disrupt the use of technology by others.
13. I will not knowingly attempt to disable, evade or defeat the district's Internet filtering software. I will abide by the policies and guidelines of the district which concern all aspects of staff or student privacy and Internet safety.
14. I understand that the district has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the district's technology resources and to report misuse to the superintendent or his/her designee.
15. I release the Clarkston Community Schools, its sponsors, staff, administration and Board of Education and all organizations, groups and agencies with which Clarkston Community Schools is affiliated for any and all claims of any nature arising from my use or inability to use the technology resources.
16. I understand that this policy is in effect at all times including: remote or direct access, on or off school premises.
17. Clarkston Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Consequences for Violation of the Technology Code of Conduct:

First Offense: Warning will be issued by the referral process. Depending on the seriousness, other disciplinary action may be taken.

Second Offense: Referral to administration and loss of privileges for five days. Depending on the seriousness of offense, other disciplinary action may be taken.

Third Offense: Student will lose all technology privileges for the remainder of the school year. Depending on the seriousness of the offense, other disciplinary action may be taken.

Vandalism/Theft: Malicious destruction or theft of hardware or software will result in immediate termination of tech privileges for the remainder of the school year. Disciplinary and/or legal action will follow and the student and/or parent will be financially responsible for replacement of vandalized or damaged equipment.

Virtual and Distance Learning

- I understand that the district has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the district's technology resources and to report misuse to the superintendent or his/her designee.
- I will not harm or destroy any hardware, software, or data that belongs to the Clarkston Community Schools and its

users. I understand that I may be held financially responsible for damages if I vandalize any of the school's technology systems.

- I understand that this policy is in effect at all times including: remote or direct access, off school premises.
- Use of any information obtained via the Internet is at your own risk. Clarkston Community Schools specifically denies any responsibility for the accuracy of information obtained.
- I will not access or attempt to access applications or systems which have been restricted by the administration of the district.
- I will not use the technology resources from Clarkston School District for personal or commercial financial gain.
- I will not create, retrieve, view, transmit or publish - by any means - any vulgarities, threats or obscene or otherwise inappropriate material or actions.
- **Vandalism/Theft:** Malicious destruction or theft of hardware or software will result in immediate termination of tech privileges for the remainder of the school year. Disciplinary and/or legal action will follow and the student and/or parent will be financially responsible for replacement of vandalized or damaged equipment.

Consequences for Violation of Clarkston Virtual Learning, and Distance Learning:

I understand that any type of Virtual Learning and Technology provided by Clarkston Schools is for educational purposes only. Any inappropriate action will be followed with consequences deemed necessary by the administration of Clarkston Schools. Inappropriate actions on-line will be at the discretion of the Administration.

The following interventions are inclusive but not limited to the consequences for violation of the Technology Code of Conduct:

First Offense: Teacher and/or Administrative intervention depending on severity of the incident.

Second Offense: Administrative intervention. Student participation in daily class activities may result in muting student audio, restricting student video, removing student from chat option, for a period of time as designated by administration.

Third Offense: Administrative intervention to removal from class virtual participation. Student may continue learning through online resources though will no longer participate in distance learning classroom activities.

Any questions regarding these policies and procedures please contact your school Principal.