

# FLUSHING HIGH SCHOOL

## Mission Statement

“Preparing Learners Today for Opportunities Tomorrow”

# STUDENT AND PARENT HANDBOOK 2021-2022

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FLUSHING HIGH SCHOOL  
5039 DELAND ROAD  
FLUSHING, MI 48433

Main Office	(810) 591-3770
Absence Line	(810) 591-3781
Athletic Office	(810) 591-3765
Attendance Office	(810) 591-3780
Community Education	(810) 591-2326
Counseling Office	(810) 591-3756
Co-op Office	(810) 591-3870
High School Fax	(810) 591-0693

Web Site: [www.flushingschools.org](http://www.flushingschools.org)

**NOTES:**

Dear Students and Parents of Flushing High School:

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

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

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

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

Jason Melynchek  
Principal

Kevin Foltz  
Asst. Principal

Deborah Goldstein  
Asst. Principal

Adam Smith  
Athletic Dir./Asst. Prin.



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# **SECTION I: SCHOOL SERVICES AND FACILITIES**

## **BOARD OF EDUCATION**

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

**“Preparing learners today for opportunities tomorrow.”**

The district’s vision statement includes:

- To provide educational excellence for all students
- To attain the highest level of student achievement
- To provide a caring, safe, and orderly school community
- To strive for continuous improvement

## **BOARD OF EDUCATION – MEMBERS**

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

## **ADMINISTRATION - CENTRAL OFFICE**

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

## **ADMINISTRATORS - CENTRAL OFFICE**

Superintendent of Schools.....	Matt Shanafelt
Deputy Superintendent.....	Andrew Schmidt
Executive Director of Curriculum and Instruction.....	Michelle Barrett

## **ALTERNATIVE EDUCATION**

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

## **ADVANCED PLACEMENT CLASSES**

Challenging classes directed toward success on the Advanced Placement Test(s) are offered in: American Government, American History, Biology, Calculus, Chemistry, English Language, English Literature, Human Geography, Physics, Statistics, Studio Art, and World History. Letter grades earned in these specific classes will be multiplied by a factor of 1.1 to determine the numerical value on the student’s transcript. Students interested in these classes should meet with their counselor.

## ATTENDANCE POLICY

Flushing High School teachers and administrators agree that students learn best when they are in class. Students need to be present at school and in class on time. To facilitate this, FHS has the following attendance policy:

All absences, excused and unexcused, will count toward the limit of nine absences in any class for a semester. Students who miss more than nine days during one semester in any class may be put on an attendance contract and may have credit withheld for that course. Students who have not earned credit in a class due to excessive absences must still attend school .

Suspensions, and school-related absences do not count toward the maximum number of absences (9) allowed per semester. High School Administration may grant medical allowances to students who are absent for three or more consecutive days due to serious illness or injury. A doctor's note (which includes the dates and reason for the absence) must be submitted to the attendance office in order to be considered for a medical exception to the attendance policy.

The following procedure will be used to notify parents of classroom attendance concerns. It is based on a maximum of nine absences per semester.

If a student reaches four absences in a class, a letter will be sent to the parents notifying them of the accumulating absences.

If a student accumulates seven absences, (excused or unexcused) an additional letter is sent in which a conference with parent, student, counselor or administrator is encouraged.

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

A student who accumulates more than nine total absences will lose academic credit and enter into an attendance contract which will explain the criteria for regaining the lost credit.

The contract shall read in part:

You have accumulated more than nine total absences. According to the Student Handbook, if a student has accumulated more than nine absences in a course per semester, that student will not receive academic credit in that course. The purpose of this contract is to inform you of your loss of credit and to inform you of the means to make up the lost credit. To earn credit back in this course, you must:

- a) Show a marked improvement in attendance.
- b) Complete all work necessary in class and pass the course.
- c) Write an appeal to the principal by the designated date to have credit reinstated.

At the end of the semester, if you have met the above requirements, you may request an appeal to reinstate credit if you have successfully passed the class academically. The appeal request must be in writing to the building principal no later than two weeks prior to the end of the semester. The appeal should include any extenuating circumstances that led to your absences and must explain why you feel you deserve credit in your classes although you are in clear violation of the attendance policy. If the appeal for credit reinstatement is denied, a score of 78% or higher on the end of semester exam is the equivalent of earning a passing grade and constitutes a qualifying score to earn credit in the course. If your appeal is denied, the only way to earn credit in this class is by earning a 78% or better on the final exam. If a 78% or better is earned on the final exam, the student will receive the grade earned in the course.



Students who do not receive credit for a class due to exceeding the total number of absences for the semester will receive a No Credit (NC) on their report card and transcript.

### **BUS TRANSPORTATION**

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

### **CAFETERIA/FOOD SERVICE**

The high school utilizes the 'Point of Service' (POS) payment system. Each student has a debit account into which payments are deposited. Students enter a 4-digit pin number to record daily meal purchases. The account balance decreases as students purchase meals. Parents are responsible for maintaining money in the POS account. This allows parents to pay in advance for meals or a la carte foods. Please note that students may purchase food or drink from the cafeteria only during their assigned lunch time or before school. Breakfast service ends at 7:55 a.m.

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

### **CO-OP**

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

### **COUNSELING SERVICES**

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

### **DISPLAY CASES, BULLETIN BOARDS, POSTERS**

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

### **FIELD TRIPS**

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

### **GENESEE CAREER INSTITUTE**

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

## **HEALTH & MEDICAL INFORMATION**

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

### **USE OF MEDICATIONS**

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

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

### **Asthma Inhalers and Epi-pens**

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

### **MEDICAL INFORMATION**

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

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

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

### **Disease Re-admission Guidelines**

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

### **Nuisance Disease - Head Lice**

#### **Head Lice Protocol**

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

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

**School Attendance** (This includes any school sponsored activities)

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

#### **Readmission Guidelines for return to School**

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

#### **Informational Parent Letters Sent Home**

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

#### **INDIVIDUALS WITH DISABILITIES**

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

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

### **LOCKERS**

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

### **LOST AND FOUND**

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

## **MEDIA CENTER/LIBRARY**

The Media Center is an important part of the high school where assistance is available to enhance student learning. The Media Center provides a collection of books, paperbacks, reference materials, and periodicals in hard copy form and allows for electronic and computer assisted sources of news and information. A 60-computer Internet-connected lab is available for student use before, during and after the school day.

## **SCHOOL SAFETY PLAN**

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

## **SEARCH AND SEIZURE**

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

## **TELEPHONES**

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

## **WORK PERMITS**

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

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

## **SECTION II: SCHOOL DAY POLICIES AND PROCEDURES**

### **AGE OF MAJORITY**

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

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

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

### **BACKPACKS/BOOK BAGS**

Backpacks/book bags, etc. are to be kept in lockers throughout the school day. However, students are permitted to take their backpacks/book bags to their 6<sup>th</sup> hour class.

### **BUILDING SCHEDULE**

Classes begin at 8:00 a.m. and the school day ends at 2:48 p.m. There are six (6) class periods and everyone is assigned to a thirty minute lunch period during the fourth class period of the day. The daily schedule is as follows:

Zero Hour		7:00 – 7:55 a.m.
1 <sup>st</sup> Hour		8:00 – 8:58 a.m.
2 <sup>nd</sup> Hour		9:03 – 10:04 a.m.
3 <sup>rd</sup> Hour		10:09 – 11:07 a.m.
4 <sup>th</sup> Hour		11:12 a.m. – 12:42 p.m.
	Lunch A	11:12 - 11:42 a.m.
	Lunch B	11:42 a.m. – 12:12 p.m.
	Lunch C	12:12 - 12:42 p.m.
5 <sup>th</sup> Hour		12:47 - 1:45 p.m.
6 <sup>th</sup> Hour		1:50 - 2:48 p.m.

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

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

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

### **BUILDING SECURITY**

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

Cameras may be in use in school buildings, on school grounds, and in school vehicles. Students may be held responsible for any violations of school discipline rules recorded by the cameras. Surveillance video may be used as evidence in disciplinary actions brought against students. Surveillance video may also be referred to or viewed by law enforcement personnel, when appropriate.

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

### **CLASS STANDING/GRADE COMPUTATION**

Students entering Flushing High School as **FRESHMEN**, do so with a clean record. To be considered a **SOPHOMORE**, a student must have completed one full year in the high school; a **JUNIOR** must have completed two full years; and a **SENIOR** completed three full years. To be in good standing (on track for graduation), a sophomore must have passed at least (10) semester classes, a junior must have passed at least ten (20) semester classes, and a senior must have passed at least thirty-two (32) semester classes.

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

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

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

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

### **COMPUTER/INTERNET/NETWORK USAGE**

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

### **DAILY ANNOUNCEMENTS**

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

### **DUAL ENROLLMENT**

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

## **ELECTRONIC DEVICES**

Students may be in possession of electronic devices at school. These devices are understood to be brought at students' own risk. The school district will not be responsible for theft, breakage, or loss. Students may freely use electronic devices for appropriate purposes during the period before classes in the morning, during passing time between class periods, during their assigned lunch period, and after school. Students' use of electronic devices during class time is entirely at the discretion of the teacher and is allowed only with the express permission of the teacher. Should electronic devices be used when prohibited or become a disruption to the school day, administration may change or revoke students' use of these devices.

Consequences for violations of the electronics policy are as follows:

1<sup>st</sup> violation: Device is confiscated by teacher for the remainder of the hour. Teacher will write a referral and the student will receive 1 hour of afterschool detention (ASD).

2<sup>nd</sup> violation: Device is confiscated by teacher for the remainder of the hour. Teacher will write a referral and the student will receive 1 hour of afterschool detention (ASD).

3<sup>rd</sup> violation: Device is confiscated by teacher for the remainder of the hour. Teacher will write a referral and the student will receive 2 hours of Saturday school detention (SSD).

Further violations will result in progressive discipline measures, including the possibility of an out-of-school suspension.

NOTE: Failure to surrender the electronic device upon request of a staff member will result in 3 days Out-of-School Suspension for insubordination.

## **EMERGENCY DRILLS**

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

## **FEES AND FINES**

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

## **FINAL EXAMS**

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

## **“FREES” (THREE “FREES”)**

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

## GRADE REPORTING

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

## GRADES

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

The grading scale is as follows:

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

I = Incomplete

P = Pass (Credit Granted)

M = Medical (No Credit Granted)

NC = No Credit Granted

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

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

## GRADUATION REQUIREMENTS

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

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

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

### Other information relevant to graduation requirements:

1. A student must take a minimum of six (6) classes per semester to maintain their status as a Flushing High School student. In some cases a seventh class may be necessary due to demands of Co-Op, GCI, music, advanced placement, etc.



2. A student transferring into Flushing High School will receive credit on the standards of the sending school. Academic deficiencies based on Flushing High School standards must be made up prior to graduation.
3. A student will not receive credit for a class already completed with a passing grade with the exception of certain art, music, and physical education courses. To qualify for credit a second time in a course, a counselor or principal must give permission.
4. Students needing to make up academic credit may do so through Flushing High School's summer school program or the Raider Virtual Academy credit recovery programs. These are to be used to help students catch up credits to get back on pace to graduate.
5. Students who have not met all graduation requirements by the date so established may not participate in any graduation activities, including but not limited to: Senior Brunch, Honors Convocation, Senior Celebration, Graduation Practice, and the Graduation Ceremony.
6. Students needing an alternative learning environment may enroll in the Raider Virtual Academy online program or in the Atlantis alternative program.
7. Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students. Grades earned in these courses will be factored into the students' grade point average.

### **HALL PASSES**

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

### **HONOR ROLL**

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

### **MAKE-UP WORK**

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

### **TESTING OUT OF CLASSES**

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

### **TRANSFER OR WITHDRAWAL FROM SCHOOL**

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

1. Report to the Attendance Office to get a Check Out Form.

2. The student must have the Check Out Form completed by all of the his/her teachers and the media specialist, remove all books from the his/her locker and bring them to the Attendance Office, return all equipment to the athletic director or other appropriate staff member, and return the form to the Attendance Office.

### **USE OF CAR**

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

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

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

#### **Parking Information:**

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

### **VISITORS**

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

## **SECTION III: STUDENT BEHAVIORAL EXPECTATIONS AND DISCIPLINARY PROCEDURES**

### **STUDENT CODE OF CONDUCT**

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

### **STUDENT DRESS**

At Flushing High School, one of our goals for students is to help them develop skills they will need in adulthood. Learning to dress appropriately for different occasions, settings, and roles is an important lesson in transitioning into the adult world. Even in school, different situations call for very different dress: the outfit a student would appropriately wear for track practice is dramatically different from the outfit that same student would wear to present his/her Senior

Exit Presentation in front of a panel of judges. The purpose of our dress code is to help students develop a sense of style that is appropriate both to their individual preferences and to the professional world they will soon join.

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

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

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

Our expectation is students attending school will wear clothes that:

- Provide adequate coverage of bodies and undergarments
- Fit appropriately
- Do not distract from or interfere with the learning process
- Can be adjusted in response to varying room temperatures and personal comfort (e.g. layer a T-shirt with a sweatshirt)
- Do not pose any potential safety risk to the student wearing it or to others
- Allow for the student to see and be seen easily (e.g. no masks, hoods, hats, etc.)
- Let students look good and feel good
- Promote Raider Pride

**NOTE: Clothing advocating, displaying, or advertising any of the following: violence; discrimination; drugs; alcohol; tobacco; hate groups; obscene/sexually explicit language or images (including acronyms); or that creates a disruption to the school day is prohibited.**

## **STUDENT VIOLATIONS AND CONSEQUENCES**

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

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

1. Warning and Discussion of School Rules - there are times when it is appropriate for a principal to clarify the situation which resulted in the student being sent to the office, review the potential consequences, warn the student with regard to future incidents, and keep the student in the office for the remainder of the class period.
2. After School Detention - the student is assigned to a supervised detention room after school hours from 3:00-4:00 p.m. Failure to serve detention or misbehaving while in detention will result in being suspended out of school.
3. Saturday School Detention – the student is assigned to a supervised detention room on Saturday morning from 9:00 – 11:00. Students are always provided with Detention Room Rules at the time the consequences are determined. Failure to serve detention or misbehaving while in detention will result in out of school suspension.
4. Out-of-School Suspension - the student is excluded from the regular school day and all extra-curricular activities/school activities for one to ten days depending on the length of suspension. Daily work missed during an out-of-school suspension must be turned in the day the student returns from suspension.

5. **Expulsion** - the student is removed from school on a long-term basis as defined by action of the Board of Education. The Superintendent or Board of Education may expel a student upon the recommendation of the Principal. The procedure for an Expulsion Hearing before the Superintendent or Board of Education will be provided to the student and parents when they are notified of the date, time, and place of the hearing.

### **GROUP I VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

1. **Academic Dishonesty:** Academic dishonesty is defined as obtaining or attempting to obtain, or aiding another in obtaining credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Academic dishonesty includes, but is not limited to: lying; copying from another's test or assignment, unless such action is specifically authorized by the instructor; physically, verbally, or electronically taking or receiving copies of an exam or portions of an exam without the permission of the instructor; resubmitting an assignment already submitted for credit in another class; or using or displaying notes, "cheat sheets," or other unauthorized aides. Students will receive no credit for an assignment and may be subject to further discipline.
2. **Class Disruption/Disruption of School Day:** Any behavior inside or outside of the classroom that disrupts the educational process.
3. **Closed Campus:** After the school day begins a student may leave campus only by checking out through the Attendance Office. Students may not sign themselves out of school without a parent's note or a parent's phone call to the attendance office prior to the student's departure.
4. **Disrespect:** To insult, call derogatory names, dishonor, or in other manner abuse verbally, electronically, or in writing any member of the school staff or student body.
5. **Distribution of Unauthorized Printed Material:** The act of distributing unauthorized materials, including petitions, on school property.
6. **Driving/Parking Violations:** See page 18 for rules and consequences related to driving and parking.
7. **Electronic Devices:** Electronic devices are not to be used for any purpose (including checking the time or an appointment schedule) during instructional time unless they are needed for a particular class assignment and authorized by the classroom teacher. Failure to surrender the electronic device to any FHS staff member upon request will result in a suspension.
8. **Failure to Attend Detention:** Failure to attend an assigned detention will result in an out-of- school suspension.
9. **False Reports:** The act of falsely reporting incidents, or making false accusations, or giving false testimony, to school personnel.
10. **Forgery:** The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or school related documents.
11. **Gambling:** The act of gambling for money or valuables.
12. **Harassing, Threatening, or Intimidating Acts including Bullying and Hazing:** The act of verbally, electronically, or by gesture threatening the well-being, health, or safety of any person on school property or on the way to or from school on school provided transportation.
  - A. Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: The repeated intimidation of others by the real or threatened infliction of physical or emotional abuse through verbal, written, or electronically transmitted messages. It may include, but not be limited to, actions such as verbal taunts; name calling and put-downs, including ethnically-based or gender-based put-downs; extortion of money or possessions; and exclusion from peer groups within school. Such conduct is disruptive of the educational process; therefore, bullying is not acceptable behavior in this district and is prohibited.
  - B. "Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, or deprivation of rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

- C. In certain instances, incidents that happen outside of school but that create a disruption to the school day will be considered a school issue. Students are prohibited from engaging in, at any time, any off-campus misconduct of a serious and/or criminal nature that poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel or that reasonably makes the continued presence of the student in the school disruptive to the educational process. Examples include but are not limited to: selling drugs or committing a violent or vicious crime.
- D. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
13. **Indecency in Behavior**: The act of offending against commonly recognized standards of property, health, safety, or honesty.
  14. **Instigation**: The act of causing, encouraging, or contributing to a disruption to the school day.
  15. **Insubordination**: The willful failure to respond or carry out a reasonable request given by authorized school personnel.
  16. **Littering**: The act of littering on school property or on private property passed while on school transportation when going to and from school.
  17. **Misuse of Computers**: Any violation of the Acceptable Use Policy (AUP).
  18. **Misuse of Pass/Leaving Class**: The act of being without a pass or of using a pass for purposes other than those approved by the issuing teacher.
  19. **Obscenity**: The act of using obscene, profane, or offensive language in verbal, electronic, or written form or in pictures, caricatures, or obscene gestures on any school property.
  20. **P.D.O.A.**: Any inappropriate public display of affection that occurs in the school setting.
  21. **Physical Aggression/Physical Contact**: Physical contact that does not develop into a fight but is aggressive in nature or capable of causing bodily injury or property damage.
  22. **Plagiarism**: Plagiarism is defined as the act of willingly or unwillingly using the ideas or work of another person or persons as if they were one's own, without giving proper credit to the source.
  23. **Theft (\$100 or less)**: The act of taking, acquiring or possession of property of Flushing High School, other students or staff without their consent.
  24. **Tobacco/Nicotine/Stimulant Use or Possession**: Use or possession on school property of tobacco, nicotine, or other stimulants in any form. This also includes use or possession of electronic cigarettes (ecigs) and vaporizing (vape) devices and materials including, but not limited to: cartridges, liquids, dabs and other delivery methods/devices.
  25. **Unauthorized Sale or Distribution**: The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property. This includes, but not limited to any articles of clothing or other printed materials.
  26. **Vandalism (minor acts such as writing on walls, desks, etc.)**: The act of willful destruction of property belonging to others.

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

<b><u>CONSEQUENCES:</u></b>	Consequences will include actions taken at the school or district level. Where school officials deem necessary, police involvement will also be requested.
<b><u>FIRST OFFENSE:</u></b>	The student will be warned, counseled, and advised regarding proper and appropriate conduct each time he/she is sent to the office because of an incident involving one of the violations. He/she will also receive a consequence from an administrator ranging from after school detention up to three (3) days of out-of-school suspension.
<b><u>SECOND OFFENSE:</u></b>	The student will, again, be warned, counseled, and advised regarding proper and appropriate conduct. He/she will also be assigned a <u>5 day out-of-school suspension</u> and communication between the parent and a principal is necessary before he/she returns to the school setting.
<b><u>THIRD OFFENSE:</u></b>	The same communication will occur between student and principal. The student will be suspended out-of-school for <u>10 days and a conference with the student, a principal, and the parent/guardian must occur prior to the student returning to school.</u> At this conference a Disciplinary Plan will be developed and put into the form of a contract, which establishes the course to be followed if future incidents occur.
<b><u>FINAL OFFENSE:</u></b>	At this point, parent and school interventions have not been successful in causing the student to behave appropriately in the school setting. The student will be suspended out-of-school for <u>10 days and the principal may recommend to the superintendent a long term suspension. Long term suspensions may range from 10 days to varying lengths of time and are imposed by the Superintendent of Schools or the Board of Education for more serious violations, but with further planning for the student to remain in the school district. If necessary, expulsion by the Flushing Board of Education will be recommended.</u>

**GROUP II VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

1. **Assault:** The act of physically causing, attempting to cause, or threatening to cause significant physical harm to another through force or violence, while in or on school property, while in transit on school transportation, or during attendance or participation at any school-sponsored activity when the attack has not been provoked by any physical aggression by the person battered. The police will be called to assist in dealing with all such incidents and may result in a ticket or a citation to the parties involved.
2. **False Alarms:** The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
3. **Fighting:** Any act of hostile bodily contact (see assault above) while in or on school property, while in transit on school transportation or during attendance or participation at any school sponsored activity. A student is considered to be fighting if he/she perpetrates any aggressive, hostile act toward the other student, regardless of who initiated the fight. The police will be called to assist in dealing with all such incidents and may result in a ticket or a citation to the parties involved. A re-entry meeting may be required with the student, parent, and administrator prior to the student's return to school at the end of his/her suspension. In addition to suspension, a student who gets into a fight will be placed on school probation for a period of one calendar year. During this probation period, the student may not attend any school dances and may be prohibited from attending other special school events as determined by an administrator. A student who gets into another fight while on probation will be recommended for expulsion.
4. **Fireworks or Explosives:** The act of possession, using, or threatening to use any fireworks, explosives, or other such instruments capable of inflicting bodily injury.
5. **Inciting Others to Violence or Disobedience:** Encouraging by words, acts, deeds, demonstrations, or protests actions that disrupt the normal educational process of the school.
6. **Misconduct:** Any behavior that is significantly disruptive to the educational process, detrimental to the well-being of the Flushing Community Schools community, or outside society's boundaries of acceptable behavior.

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

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

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

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

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

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

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

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

13. **Vandalism (Major act such as destruction of school property):** The act of willful destruction of school property or property belonging to others. This shall also include tampering with and/or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or for the safety of the school population or school property. It also may occur as the result of misuse of any equipment or technology within Flushing High School.

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

**CONSEQUENCES:**

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

**FIRST OFFENSE:**

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

**SECOND OFFENSE:**

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

**THIRD OFFENSE:**

At this point, parent and school interventions have not been successful in causing the student to behave appropriately in the school setting. The student will be suspended out-of-school for 10 days and the principal may recommend to the

superintendent a long term suspension. Long term suspensions may range from 10 days to varying lengths of time and are imposed by the Superintendent of Schools or the Board of Education for more serious violations, but with further planning for the student to remain in the school district. If necessary, expulsion by the Flushing Board of Education will be recommended.

### **GROUP III VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO:**

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

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

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

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

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



## **SECTION IV: EXTRACURRICULAR POLICIES AND PROCEDURES**

### **BEFORE-SCHOOL/AFTER-SCHOOL ACTIVITIES PROCEDURES**

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

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

### **ATHLETIC CONFERENCE**

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

### **ATHLETIC RULES AND PROCEDURES**

All rules and regulations pertaining to athletes at Flushing High School are contained in the Flushing High School Athletic Code. This booklet and other relevant information is provided at the “Meet the Team” night, each sports season to athletes and their parents.

### **ATHLETIC SAFETY – CONCUSSION POLICY**

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

#### **MHSAA policy dictates the following:**

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

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

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

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

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

## **ATHLETIC SAFETY – HEAT & HUMIDITY MANAGEMENT**

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

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

### **If the Heat Index is below 95 degrees:**

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

### **If the Heat Index is 95 degrees to 99 degrees:**

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Optional water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment
  - Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

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

- All Sports
  - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - Mandatory water breaks every 30 minutes for 10 minutes in duration.
  - Ice-down towels for cooling.
  - Watch/monitor athletes carefully for necessary action.
  - Alter uniform by removing items if possible.
  - Allow for changes to dry t-shirts and shorts.
  - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - Postpone practice to later in the day.

- Contact sports and activities with additional equipment
  - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 104 degrees:**

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

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

## CLUBS AND ORGANIZATIONS

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

## COLLEGE ATHLETIC ELEGIBILITY (NCAA)

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

## DANCES

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

Dances are a dressy occasion, and a higher standard of dress applies to all who attend. If the attire is questionable, students are encouraged to show their evening wear to the administrators beforehand to determine if it is appropriate for the dance. Any clothing which is determined to be disruptive by the school administration may be prohibited. Please respect the rules to ensure the best possible experience for you and your friends.

## **GIRLS**

Girls are encouraged to wear semi-formal dresses/skirts, formal gowns, or outfits with dress pants. Undergarments should not be visible. Nice, clean shoes are required.

The following will not be permitted: extremely low cut dresses (front or back), no midriff showing, clothing that is extremely tight or extremely low-cut, hats, jeans, shorts, costumes, or see through gowns.

## **BOYS**

Boys are encouraged to wear a suit, sports coat, or tuxedo (Prom) but at a minimum they are expected to wear semi-formal wear, such as slacks, nice shoes, a nice shirt and tie. Shirts must remain on, tucked in, and buttoned throughout the dance. Nice, clean shoes are required.

The following will not be permitted: hats, shorts, t-shirts, costumes, canes, or torn clothing.

Any student violating the dress code will not be allowed into the dance. Once the dance has started any student altering their dress may be sent home.

## **DANCE CODE**

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

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

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

## **DANCE GUIDELINE FOR GUESTS**

Any student wishing to bring a guest (non-FHS student) to a dance must submit a guest dance pass application. All non-students will be held to the same rules as FHS students, regardless of age. No guests over the age of 20 will be permitted to attend the dance. Background checks will be run on all guests. Guest must be at least in the 9<sup>th</sup> grade. Middle/junior high school students will not be allowed to attend a high school dance. Failure to comply with the school policies will result in removal from the dance.

## **DRIVER EDUCATION**

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

## **FUNDRAISING**

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

## **NATIONAL HONOR SOCIETY**

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

## **SCHOOL PICTURES**

Students in grades 9-12 will have their picture taken in the fall by a studio under contract by the school. Students are under no obligation to purchase school pictures. All students, including seniors, should have their pictures taken for their ID card, even if they do not intend to purchase photos.

## **STUDENT GOVERNMENT**

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

## **SECTION V**

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### A. Rights and Responsibilities

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

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

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

#### It is the student's right to:

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

Express his/her opinions verbally or in writing.

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

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

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

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

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

#### It is the student's responsibility to:

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

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

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

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

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

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

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

### B. Philosophy of Discipline

The primary objective of student discipline and control is to produce a school environment where complete attention may be directed toward the learning-teaching activities.

Discipline may be defined as the control of conduct by the individual him/herself or by external authority. It includes the entire program of allowing the individual student to adapt and live in a democratic society and places emphasis on two major areas:

To expect a student to assume personal responsibility for his/her own behavior and to assist the student in becoming a responsible, productive, self-disciplined citizen within the school and in preparation for assuming his/her adult responsibilities.

To guide students so as to enhance the efforts of the school, teachers and other students in all school settings. Students are expected not to disrupt any classroom or school activity in which they are directly and/or indirectly involved.

The school system has a charge to assist each individual student in assuming more responsibility for his/her actions as he/she matures and gains experience. While it is recognized that students can be controlled through fear and actual physical restraint, the intent of the school is to help students develop self-control and self-discipline. For these reasons:

The best discipline is preventative in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including the student's self-image, his/her active participation both curricular and extra-curricular activities, his/her motivation to learn, and the understanding and support he/she receives from parents, teachers and other adults. Discipline and control must be treated as an individual matter for each student, depending on his/her age, maturity and experience.

In accordance with P.A. 521, Flushing Community Schools prohibit corporal punishment.

The enforcement of all rules and regulations must meet the standard of being reasonable, or they shall be held to be invalid. The educator, acting in the place of the parent is legally privileged when using reasonable disciplinary measures in the enforcement of rules and regulations.

### C. Suspension and Expulsion

Since students are basically motivated to learn to meet standards of acceptable behavior, the roles of teachers and other school employees should be one of guiding students in understanding, establishing and maintaining acceptable behavioral standards.

The public schools have a responsibility for educating each student and contributing to his/her growth and development. When an individual demonstrates that he/she is unable or unwilling to conform to school regulations, it may become necessary to remove him/her from the group. If, after due process, the information reveals that the student is clearly a distracting or corrupting influence, suspension and expulsion are permitted.

Flushing Community Schools will adhere to P.A. 451 section 380.1311 with regard to the suspension or expulsion of students with disabilities.

#### 1. Definition of Terms

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

#### 2. Grounds for Suspension and Expulsion

The Flushing Board of Education establishes the following categories of misconduct as those which may result in suspension or expulsion from the Flushing Community Schools. The categories are general in nature and are not deemed to be all inclusive. Misconduct of students apply while on school property and while attending school sponsored events. Further, these rules apply at any time or at any place where violation of the rules might adversely affect the safe and orderly operation of the schools, or the safety and welfare of other students and school employees.

- a. **Attendance**
  - (1) Repeated tardiness
  - (2) Truancy
  - (3) Walk-out
  - (4) Closed campus violation
  - (5) Absences in excess of sixteen (16) days
- b. **Disobedience**
  - (1) Defiance of authority
  - (2) Disruptive behavior
  - (3) Non-diligence toward studies
  - (4) Refusal to identify oneself to any school employee
  - (5) Violation of school rules
  - (6) Disrespect for school personnel (either when school is in session or at a school-sanctioned event, on or off school property)
  - (7) Cheating
- c. **Gross Misdemeanor**
  - (1) Arson
  - (2) Bomb threat
  - (3) Extortion or intimidation
  - (4) False fire alarm
  - (5) Striking or threatening students or school employees on or off school premises, in or out of school
  - (6) Theft or possession of stolen property
  - (7) Vandalism
  - (8) Violation of national, state or local laws
- d. **Detrimental Personal Conduct**
  - (1) Use of profane or offensive language
  - (2) Conduct considered to be indecent, obscene, immoral, vulgar or disorderly.
- e. **Use, possession, or sale of illegal materials or of material represented as mind-altering and/or controlled substances.**
  - (1) Tobacco or tobacco products
  - (2) Alcohol
  - (3) Drugs which produce abnormal behavior
  - (4) Pornographic materials
- f. **Weapon-An individual shall not possess, carry, or attempt to possess or carry any of the following on school property:**
  - (1) Firearm
  - (2) Explosive
  - (3) Knife with a blade of any length
  - (4) Razor, box cutter, or item with a similar blade
  - (5) Dangerous weapon
- g. **Being a threat to the safety of self, or other students, staff, or the school**



3. **Legal Basis: For a Short Term Suspension**

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

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

4. **Procedures for Suspension or Expulsion**

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

5. **Appeals**

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

6. **Procedure for Long Term Suspension or Expulsion**

The Superintendent of Schools or Board of Education may invoke a long term suspension (more than 10 days) or expel a student, if the following conditions are met:

- a. The principal shall suspend the student from his/her classes, and, as soon as possible and in writing, notify the Superintendent of Schools of the recommended expulsion. He/she shall forward this recommendation with all documented evidence available in support of this action.
- b. The Superintendent of Schools or Board of Education shall hold a hearing and shall make the final decision on the basis of the evidence presented at this hearing. If heard by the Board of Education the hearing shall be held at the next official meeting of the Board or as soon as is practical under the circumstances.
- c. The hearing shall conform to the following general principles:
  - (1) The student, his/her parents and/or other representatives shall be afforded the opportunity to be present.
  - (2) The administration shall present the charges and a summary of the essential evidence in support of those charges.
  - (3) Where the student denies the charges and where the credibility of witnesses is an important issue, the student and his/her parents shall generally be given the opportunity to confront the witnesses face to face. Otherwise, an administrative summary of evidence shall be deemed sufficient.
  - (4) However, where there is good reason to protect the identity of student witnesses, then the administrative summary of such evidence shall suffice. The summary should also include written statements from the witnesses but identifying information (name, address, etc.) must be expunged. The summary shall also include a clear statement of the reasons for protecting the identity of the witnesses.
  - (5) The student and his/her parents or other representative shall be given a full opportunity to relate information and describe the situation/incident and make recommendations to the Superintendent or the Board of Education.
- d. Within three (3) school days of the hearing, the Superintendent of Schools shall notify the parents, in writing, of the official decision.

**WEAPONS**

In accordance with the federal "Gun-Free Schools Act of 1994" and the State of Michigan Public Act 328 of 1994, any student found in possession of a weapon while the student is in attendance at school, or at a school sponsored activity, or while the pupil is en route to or from school on a school bus, will be subject to ramifications and consequences of the laws.

In general, major provisions of the two (2) laws are as follows:

Federal Law: Gun-Free Schools Act: this law basically **requires** a school to expel any student who brings a "firearm" or explosive device onto school grounds. The expulsion is to be for at least a one-year period.

Michigan Law: Public Act 328 and Public Act 250 of 1995 – This law also **requires the expulsion** of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or criminal sexual conduct in a building or on school grounds.

A dangerous weapon refers to a firearm, dagger, dirk, stiletto, knife with a blade over (3) inches in length, pocket knife opened by a mechanical device (switch blade), iron bar or brass knuckles. The law provides for the permanent expulsion of students who violate its provision. Also, the punishment is mandatory; meaning the school district must expel the student. If the student is in grade six, or above, the student may be readmitted after one hundred eighty (180) days. A student cannot be admitted to any public school in Michigan during the expulsion period.

Students in grades five (5) and below who are expelled for reasons other than possession of a fire arm or threatening another person with a dangerous weapon may petition for reinstatement after ten (10) days. If reason for expulsion is firearms or threat with a dangerous weapon, ninety (90) days is the earliest time for reinstatement. Guidelines for reinstatement hearings are available upon request from the Superintendent's office. A student cannot be admitted to any public school in Michigan during the expulsion period.

The Superintendent of Schools or the Board of Education is responsible for making decisions regarding suspension and expulsion pursuant to these laws.

Additionally, Genesee County law enforcement agencies and Flushing Schools have included mace, pellet guns, pepper gas and any other commercial and/or homemade devices that can be used to inflict damage to property, cause harm to individuals or disturb the educational setting of school will be considered a weapon. Such infractions of school policy can result in an out-of-school suspension of up to ten (10) days and a possible recommendation to the Superintendent of Schools or Board of Education for a long term suspension or permanent expulsion.

### **SCHOOL SAFETY LAWS**

#### **Public Act 104**

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

#### **Public Act 103**

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

#### **Public Act 102**

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

### **OFF CAMPUS MISCONDUCT**

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

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

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

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles and personal effects (i.e. purse, book bags, athletic bag), may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

The administration is authorized to utilize canines to aid in the search for contraband on school owned property and automobiles parked on school property. An indication by canines that contraband is present on school property or in an automobile shall be reasonable cause for a further search by school officials.

The administration is authorized to conduct metal detector checks of groups of individuals in a minimally intrusive, nondiscriminatory manner.

Further, if a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he/she may conduct a metal detector check of the student's person and personal effect. Anything that is found in the course of a search that may be evidence of a violation of school rules, or the law, may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action.

### **STUDENT RECORDS**

#### **A. Collection, Maintenance and Release of Student's Educational Records:**

In recognition of the school district's need to collect educationally related data concerning district's students to satisfy legal requirements and for purpose of assisting school personnel in helping students with their academic, personal, and vocational decisions, and recognizing the confidentiality of such data and the need for handling in compliance with the "Family Educational Rights and Privacy Act. 1974, and PL 94-142, The Education of all Handicapped Act, Part B, "The Board of Education of Flushing Community Schools established the following policy and procedures for collection, maintenance, and release of personally identifiable educational records, with the following purposes in mind:

1. To outline for those employees of the Flushing Community Schools having charge of or using students records by whom and under what circumstances these records may be collected, inspected, and released and;

2. To preserve the confidential relationship between school and student except: 1) Under specified conditions listed within, that no information will be released to third parties without the consent of the student or his parents or guardian. The parent or the student is allowed to review and challenge the information in the student's records. 2) For court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher ranking government official.

**B. Supervision of Records**

1. The Superintendent of Schools, or his/her designee, shall have the over-all responsibility of maintaining and preserving the confidentiality of all student records collected with the Flushing Community Schools.
2. The building principal shall have the responsibility for maintaining and preserving the confidentiality of student records collected within the school building under his/her jurisdiction. He/she may, however, designate another school official (e.g. at the high school and middle school) such as a counselor to perform these duties for the principal. At the elementary school only the principal has the responsibility for the maintenance and release of student information.
3. The administrator in charge of special education will be responsible for maintaining and preserving the confidentiality of all records collected and maintained for each student tested and classified as handicapped and those receiving special education services .
4. The principal, or his/her designee, is responsible for classifying records and maintaining them so that each record can clearly be identified by classification. He/she is responsible for reviewing files and deleting temporary records when necessary. The principal is also responsible for granting or denying access to records on the basis of these regulations.
5. It is the responsibility of the principal, or his/her designee, to see that the parents/students of his/her building are given appropriate annual notification of their rights under this policy.

**NOTE:** Parent/student as used in this policy means "parents" of a minor student and "students" who are not minors.

All student data collected shall be classified according to the following outline and kept in the appropriate record:

**1. Administrative Records CA 60 (permanent)**

- a. Birth Date
- b. Sex
- c. Names, addresses, and places of employment of parents
- d. Academic work completed
- e. Grades, including type and severity of handicap(s); for special education students.
- f. Attendance records
- g. Drop and re-entry records including for handicapped students, dates of referral to special education, educational programs and related services provided, and dates related services are initiated/terminated
- h. Honors and activities
- i. Date of graduation
- j. Class rank
- k. Follow-up records, additions to family, etc.
- l. Test data: scores on standardized tests
- m. Racial or ethnic group
- n. District of residence for special education students

**Maintenance Procedure:**

1. Administrative Records are maintained by the school for an indefinite period.

A student's records shall be reviewed when he/she moves from elementary to junior high to senior high and upon graduation.

**2. Supplementary Records**

- a. Observational data:  
e.g. teacher/counselor reports
- b. Clinical records; psychological studies as requested by parents and/or professional staff.

2. Supplementary records, including all psychological studies and reports received from the Genesee Intermediate School District, shall be destroyed as soon as appropriate and parent/ student are notified of proposed destruction, or shall be transferred to the administrative records if they have permanent usefulness.

**3. Student records that do not fall within this policy.**

- a. Individual teacher's or administrator's notes used only by that person or a substitute.
- b. Medical, psychiatric, and psychological records which are confidential.
- c. Employment records, if not a part of student's status.
- d. Alumni records collected after graduation.

3. Records (a and b) are kept in professional's personal file and destroyed when no longer of value in handling student's needs, in accordance with section G of this policy.

**C. Confidentiality of Records**

**1. Right to Access**

- a. Any parent or guardian of a student under 18 years of age, or any student 18 years of age or over, shall have the right to examine the educational records of the school district directly relating to that student.
- b. Educational records of a student will be made available to other persons, only upon written consent (on appropriate available form) of the parent or student save for the following exceptions:
  - The records can be shown to the school official, professional personnel and their aides for legitimate educational purposes.
  - The records may be shown to federal and state agencies in connection with financial aid requests, to testing agencies to administer and validate their tests, and to accrediting other institutions upon court order, in accordance with the conditions set forth in #99. 31 of the Department of Health, Education and Welfare Rules.

A record of all requests or disclosures made to any of the above agencies must be made a permanent part of the student's record. This does not apply to school officials and personnel, parents or students.

- When personally identifiable information is disclosed, it may be done only on condition that the information is not re-disclosed to

anyone without the consent of a parent/student. If the information is disclosed to a person who did not need the student's permission, the condition on re-disclosure is that it can be redisclosed to another person within the same agency if the school is given (and maintains) a record of the re-disclosure. When records are forwarded to a student's new school, a brief note shall be appended to the student's administrative record(s) central registry, etc., regarding transfer of education records to the school.

- The principal of the school may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- c. It shall be the policy of this district to forward educational records to another school in which the student seeks or intends to enroll, upon request. A parent or student shall have the right to review or obtain copies of the records and an opportunity to challenge.
- d. Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his/her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students).

**2. Limits to Access**

- a. A school is free to restrict access:
  - by a student to the financial statement of the student's parents,
  - by a parent/student to letters or statements submitted on a confidential basis before January 1, 1995 and,
  - by a student/parent to any confidential letters or statements recommending or not recommending admission to an education institution, employment, or an honor, if the student has waived his right to access.
- b. If the record includes information on other students, the parent/student has the right to see or be informed of the part relating only to the student.

**3. Procedures for Access**

- a. Parents requesting information or to review the records are required to complete the appropriate form and submit it to the building principal. The principal is to set an appropriate time for examining the records and shall be present to explain the records.
- b. Parents may request copies of their child's records and the cost of copying will be charged to the parent.

**D. Challenges and Hearings**

- 1. A student 18 years of age or older, or the parent/guardian of a student under 18 may challenge the content of a school record on the grounds that it is inaccurate, misleading, or otherwise inappropriate.
- 2. Any challenge directed to the principal or his designee shall be reviewed by the principal and/or his designee. The principal and/or his designee shall submit a written statement to the student, 18 years of age or older, or parent/guardian of the student under 18 years of age, within ten (10) school days of the challenge if the challenge is refused. Such denial shall contain the principal's reasons thereto.
- 3. The student or his/her parent/guardian may appeal, in writing, a principal's decision and request a hearing before the Superintendent of Schools or Board of Education.
- 4. The student and parent/guardian may be represented by counsel and may present facts and circumstances concerning the request and remedies sought. The student or parent/guardian may determine if the hearing is to be private or public. The decision of the Superintendent of Schools or Board of Education shall be furnished in writing to the student and/or parent/guardian within five (5) school days after the meeting of the Superintendent of Schools or Board of Education in which final action in the recommendation has been taken.
- 5. All appeal documents will become part of the student's records only if the appeal is denied.
- 6. In the event the school official decides not to honor a request to amend the records, the parent/student has a right to have attached to the challenge record his reasons why the record is inappropriate.
- 7. Parents and students over 18 years of age have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**E. Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Flushing Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Flushing 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 Flushing Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- a. A playbill, showing your student's role in a drama production
- b. The annual yearbook
- c. Honor roll or other recognition lists
- d. Graduation programs
- e. 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 listings – unless parents have advised Flushing Community Schools that they do not want their student's information disclosed without their prior written consent.

If you do not want Flushing Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of each school year. Flushing Community Schools has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- a. Student's name
- b. Participation in officially recognized activities and sports
- c. Address
- d. Telephone listing
- e. Weight and height of members of athletic teams
- f. Electronic mail address
- g. Photograph and video images of school activities
- h. Degrees, honors, and awards received
- i. Date and place of birth
- j. Major field of study including Career Tech Ed
- k. Dates of attendance
- l. Grade level
- m. The most recent educational agency or institution attended

**F. Waiver of Rights**

1. Parent/student may waive any rights under this policy. A waiver may not be requested by the school as a condition of participation of any school service.
2. If a student waives the right to inspect confidential letters of recommendation, the student retains the right to know the names of persons who have provided letters.
3. A waiver may be revoked at any time. However, letters written while the waiver was valid will still be confidential.

**G. Destruction of Information**

1. The agency shall inform parent/eligible student when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. The information shall be destroyed at the request of the parents.
2. However, a permanent record of a student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed and year completed shall be maintained without time limitation.
3. Each handicapped person's individualized education program shall be kept on file for a minimum of three (3) years and shall be subject to all rules under this part.

**NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES**

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

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

**MEDICINE CONTROL POLICY**

It shall be the responsibility of the pupil's building principal or principal's designee to control and supervise the administration of medication at school and/or school related functions.

The "Authorization For The Use Of Medicines At School" form must be completely filled out and on file in the school office before any medicine can be given to students by school staff. Medication administered at school must be provided to the building office in the actual prescription bottle.

**Inhalers** – Students may possess and use a metered dose inhaler or a dry powder inhaler for the relief of asthma symptoms while at school, on school-sponsored transportation, or any school-sponsored activity when approved by a physician and requested in writing from student's parent/guardian. "Authorization For The Use Of Medicine At School" forms are available in each school office.

**REGULATIONS ON STUDENT ATTENDANCE**

**A. Student Absences**

Flushing Community School District recognizes that regular attendance is an essential and integral part of the processes of education and of preparing students for the many challenges society presents. The school takes the position that for a student to progress in school, regular attendance is essential. In addition to influencing future employability, regular attendance helps students develop a sense of responsibility and self-discipline, while offering them the full benefits of the educational opportunities being presented. It is the purpose of the Flushing Community Schools' attendance policy to reinforce and assist parents in developing the attendance attitudes of their children essential to their functioning as responsible, contributing members of society. The district recognizes that individual student needs must be considered in implementing this policy.

**B. Attendance Regulations**

Student Absences - High School

Attendance Procedure/Parent Notification

The Flushing High School attendance policy is based upon the belief that students need to be in class each day and on time in order to maximize their learning opportunities.

With that philosophy in mind, the school recognizes that a student may have circumstances (doctor appointments, court dates, illness, etc.) that cause him/her to miss school. An absence is defined as any non-attendance in a class greater than 50% of the allotted class period for reasons other than school-related activities approved by the administration.

In order for an absence to be excused, a parent or legal guardian must call the Flushing High School Attendance Line (591-3780) on the day of the absence or before noon the following day to report their child's absence from school. Any absence not reported by noon the following day will result in an unexcused absence. Students receiving an unexcused absence will not receive credit for any and all assignments, tests, projects, and/or class activities missed during the absence and will also be disciplined for "skipping". In the event that an extenuating circumstance should prevent a parent or legal guardian from contacting the school within the required time guidelines, the parent or legal guardian should contact the principal and/or assistant principal in a timely manner to discuss the status (excused or unexcused) of the absence.

Absences due to appointments are considered an excused absence. Students having to leave for appointments during the school day must check out in the Attendance Office. Parent/Guardian must notify the Attendance Office prior to the student leaving school. If the student returns to school, the student must report to the Attendance Office before returning to class. The student may also present a note from the physician (or other appropriate person) to confirm the absence upon their return. Any student leaving the building without checking out at the office will be marked unexcused and will be disciplined for leaving the building without permission.

Missing class time due to approved school-related functions (i.e. class field trips, participation in sporting events, or other school-related activities) will be excused. However, students should see their teacher(s) in advance to obtain work missed during the absence.

A parent/guardian will be notified by letter after the fifth (5) unexcused absences as well as contacted by the individual teacher(s). Students will meet with the counselor after seven (7) total absences regardless of whether they are excused or unexcused.

Attendance status is available for review on the High School web site under the heading "ParentWeb". Absences will be coded in one of the following categories:

E=Excused	U=Unexcused	T=Tardy
S=School-related absence	O=Out-of-School Suspension	

If a student knows in advance that he/she will be absent for three or more days, the student should obtain a "Prearranged Absence Form" from the Attendance Office. Upon submission of this form, students will, in most instances, be able to obtain class work in advance of the absence.

#### Tardy

1. Students are to be in class when the bell begins to ring.
2. Three (3) tardies will result in a written warning by the teacher.
3. Four (4) tardies will result in one day of After School Detention (ASD).
4. Five (5) tardies will result in either two days of After School Detention (ASD) or one Saturday School Detention (SSD).
5. Six (6) and subsequent tardies will result in appropriate discipline, which may include additional After School Detention (ASD) or Saturday School Detention (SSD), Out of School Suspension (OSS), and/or parent meeting to address the apparent pattern of tardiness.

#### Truancy

1. In dealing with students who are truant (absent from school without knowledge of parents/guardian or the approval of the school), some or all of the following actions will be taken:
  - I. A conference is held between the student and the assistant principal, and parents/guardian will be notified.
  - II. Students identified as truant from school will be assigned appropriate disciplinary action, which may include, but not be limited to, In-School Suspension (ISS), After-School Detention (ASD), or Saturday-School Detention (SSD).
  - III. If the truancy problem is not corrected, a conference will be requested with the student, parent/guardian, and assistant principal.
  - IV. Continued truancy could result in a suspension from school.
2. If a student is under sixteen (16) years of age, a petition may be filed with the Genesee County Probate Court (Juvenile Division) when the student does not attend school on a regular daily basis.

#### Appeal Process

The parent/guardian may appeal an absence being determined as "unexcused" and any discipline issued as a result of these regulations.

The sequence of appeal is as follows:

- I. High School Principal
- II. Associate Superintendent
- III. Superintendent (In the case of a long-term suspension/expulsion, the final appeal is made to the Superintendent of Schools or Board of Education.)

## **DRUG PREVENTION PROGRAM**

The Board of Education recognizes that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. As the educational institution of the community, the school will provide age appropriate, developmentally based drug and alcohol education and prevention programs for all students in all grade levels.

The Board of Education prohibits the unlawful possession, concealment, use, or distribution of illicit drugs and alcohol by students on district property or at any district-related event. Any student violating this standard of conduct will receive disciplinary action as spelled out in the student handbook. Such discipline may include expulsion, and/or referral for prosecution, and completion of an appropriate rehabilitation program.

All students/parents will be given a copy of the drug prevention standards of conduct and possible disciplinary actions through the distribution of the student handbook each year. It is expected that all students will comply with the standards of conduct.

Each year the administration will review and evaluate the policy to ensure its effectiveness and that all disciplinary actions are consistently enforced.

Any Flushing student, or parent of Flushing student, needing information about local counseling programs related to drugs and/or alcohol abuse may contact their building principal or the Assistant Superintendent of Curriculum and Instruction located at 522 N. McKinley Road. Phone number is 591-1183.

## **FLUSHING COMMUNITY SCHOOLS PERFORMANCE-ENHANCING SUBSTANCES POLICY**

Pursuant to state law, the illegal use of a performance-enhancing substance<sup>2</sup> by a student who seeks to, and/or actively does participate in interscholastic athletics will result in the loss of eligibility for any participation in interscholastic athletics as determined by the local Board of Education. Rules and regulations that describe the length of time for a loss of eligibility for a first, second and third offense will be consistent with consequences for violation of training rules as outlined in the Flushing Community Schools Student Athlete Handbook. The appeal process for any decision that imposes a loss of eligibility pursuant to this policy will be consistent with the appeal process outlined in the Flushing Community Schools Student Athlete Handbook. The decision of the administration shall be final and there shall be no appeal to the Board.

Student-athletes who are under a physician's care and who have been directed by a physician to use anabolic steroids due to a medical condition requiring such treatment must present proof of the physician's orders to their coach prior to participating in any practice or contest. The physician need only state that anabolic steroids have been prescribed, and should not indicate the specific medical reason for the prescription.

Any loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline that may be appropriate to the situation pursuant to the Flushing Community Schools Code of Conduct.

This policy shall be published in the Flushing Community Schools Student Athlete Handbook and distributed to all who seek to, or who actively do, participate in interscholastic athletics each year.

<sup>2</sup>The Department of Community Health, pursuant to law, will publish a list of performance-enhancing substances that is based upon the list developed by the National Collegiate Athlete Association.

Adopted by Board 6/19/07

## **PUBLIC ACT 30 CONTROLLED SUBSTANCES; ANDROGENIC ANABOLIC STEROIDS**

House Bill 4081 - Effective March 28, 1991

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

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

## **PUBLIC ACT 31 SECONDARY SCHOOLS; WARNING ABOUT STEROIDS**

Senate Bill 350 - Effective March 28, 1991

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

## **TRANSPORTATION RULES AND PROCEDURES**

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

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

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

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

#### **OUTLINE OF DISCIPLINE PROCEDURE**

##### **Students receiving a written Bus Conduct Report:**

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

##### **The only exceptions are:**

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

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



## SECTION 504 PROGRAMS FOR STUDENTS WITH DISABILITIES

### NOTICE

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

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

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

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

### NON DISCRIMINATION POLICY

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

Any questions concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 504 of the Rehabilitation Act of 1973 should be directed to:

Andrew Schmidt, Deputy Superintendent, Flushing Community Schools, 522 N. McKinley Road., Flushing, MI, 48433, (810) 591-1184 or Michelle Barrett, Executive Director of Curriculum, Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433, (810) 591-1187.

### GRIEVANCE PROCEDURES

for

Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Section 504 of the Rehabilitation Act of 1973

#### Section I

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

#### Section II

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

##### Step 1

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

##### Step 2

If the complainant wishes to appeal the decision of the local Civil Right Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate conclusion, and respond in writing to the complainant within ten (10) business days.

##### Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

##### Step 4

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

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

## HARASSMENT POLICY

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

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

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

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

### **Other Violations of the Anti-Harassment Policy**

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

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Bullying**

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

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

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

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

### **Race/Color Harassment**

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

### **Religious (Creed) Harassment**

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

## National Origin/Ancestry Harassment

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

## Disability Harassment

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

## Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy [5517](#) investigation and provide him/her with a copy of the resulting written report.

## Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Andrew Schmidt

Michelle Barrett

(Name)

(Name)

Deputy Superintendent

Executive Director of Curriculum

(School District Title)

(School District Title)

810-591-1184

(Telephone Number)

522 N. McKinley Road

Flushing, MI 48433

(Office Address)

andrew.schmidt@flushingschools.org

(E-mail Address)

810-591-1187

(Telephone Number)

522 N. McKinley Rd.

Flushing, MI 48433

(Office Address)

michelle.barrett@flushingschools.org

(E-mail Address)

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

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

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18) within two (2) school days, to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Investigation and Complaint Procedure**

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

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

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

## **Informal Complaint Procedure**

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

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

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

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

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.



While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#).)

## **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

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

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

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

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

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

The decision of the Superintendent shall be final.

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

## **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

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

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

## **Sanctions and Monitoring**

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

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

## **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

## **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

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

## **Education and Training**

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

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

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.  
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.  
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.  
Policies on Bullying, Michigan State Board of Education, 7-19-01  
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006  
National School Boards Association Inquiry and Analysis – May 2008

Revised 5/27/14  
T.C. 2/9/18

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#### **SAFE SCHOOLS POLICY**

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

Safe Schools Policies were approved by the Flushing Board of Education on December 21, 1999.

#### **SEXUALITY EDUCATION**

Instruction on HIV/AIDS Education shall be taught at each building in accordance with Michigan Compiled Law 380.1169. Each building will provide instruction on dangerous communicable diseases, including but not limited to HIV/AIDS. Instruction will be age appropriate and medical information accurate. Instruction will include the following:

- Stress that abstinence from sex is a responsible and effective method of preventing sexually transmitted diseases and is a positive lifestyle for unmarried young people.
- Abstinence is the only protection that is 100% effective against sexually transmitted diseases, including HIV/AIDS.
- Principle modes by which dangerous communicable diseases, including, but not limited to HIV/AIDS are spread and the best methods for the restriction and prevention of these diseases.

All instructional materials and methods of instruction will be reviewed by the sex education advisory board and recommendations made to the Flushing Board of Education for implementation. All instruction will be given by persons trained and qualified to teach health education. Students shall not be enrolled in a class in which HIV/AIDS education is taught unless the student's parent or legal guardian is notified in advance of the content of the instruction and their right to review the materials in advance, to observe instruction, and notified of their right to excuse their child without penalty.