

Should it be necessary for a student to take medication during the course of the school day, all containers must be kept in the main office to prevent accidental abuse. Medication must be in the original bottle and clearly labeled, identifying the student by name, the contents, the dosage, and the time(s) at which the medication should be administered.

Student medications must be submitted to the office along with a physician's note detailing its administration and Board policy form 5330F1 available through the main office. Main office personnel will dispense medication to students at the office as per the physician's written directions regarding its use.

Medication other than that prescribed by a licensed physician (i.e. aspirin, Tylenol, cough drops, etc.) will not be dispensed or distributed through the office without written directions from the doctor's office and the proper form (5330F1) on file.

It is illegal for any student to carry or distribute medication of any sort, including, but not limited to:

- Aspirin or other pain killers (i.e. *Tylenol*, *Advil*, etc.)
- Cough drops
- Inhaler (unless ordered by a physician and documented using form 5330F1a [available through the main office])

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

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information" the following: student name, address, telephone, date and place of birth, heights and weight (if member of an athletic team) and date of graduation. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

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

Attendance shall be required of all District students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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

Michigan law states that all children are expected to attend school consistently during the school year. Excessive tardies and/or absences will result in notification by the school. Continued tardiness/non-attendance may result in school contact with the local attendance officer, who will take whatever actions necessary to correct this situation.

ADMINISTERING MEDICATION TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

Medication which does not contain hallucinogens or narcotics may be administered by the principal or person authorized by the principal under the following conditions.

1. An adult shall witness the administration of such medication.
2. A physician's written order addressed to the school shall be on file.
3. The school must have received the written authorization of a parent or guardian.
4. The parent or guardian has delivered the medicine and instructions for its administration to the principal.
5. A system for recording the administration of medicinal preparations must have been established.

The Superintendent shall establish guidelines for the administration of medication to students.

Under no circumstances shall a school employee recommend medication for a student. In cases where abnormalities are observed, the matter should be brought to the attention of the parents, with suggestions regarding referral for appropriate professional attention.

An employee who in good faith administers medication to a pupil in the presence of another adult pursuant to written permission of the pupil's parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct.

SUBSTANCE ABUSE POLICIES AND DISCIPLINARY ACTIONS

1. A student shall not knowingly possess (includes, but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, handle, give, store, conceal, offer to sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas or any mood altering chemical, drug of abuse, or any counterfeit controlled substance of any kind on school premises or as a part of any of its activities.
 - a. **UNDER THE INFLUENCE** is defined as manifesting signs of chemical use as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
 - b. **PRESCRIPTION DRUG**, defined as a drug authorized by a medical prescription from a licensed physician, shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement and/or prescription label is presented;
 - c. **COUNTERFEIT CONTROLLED SUBSTANCES OR "LOOK- ALIKES"**
 - 1) Any drug that bears, or whose container or label bears, a trade mark, trade name or identifying mark used without authorization of the owner of rights to such trade mark, trade name or identifying marks;
 - 2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed;
 - 3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
 - 4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale;
 - a) No person shall knowingly possess any counterfeit controlled substance.
 - b) No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
 - c) No person shall, possess, sell, offer to sell or deliver any punch, die, plate, or stone or other device knowingly or having reason to know that it will be used to print or reproduce a trade mark, trade name or other identifying mark upon a counterfeit controlled substance.
 - d) No person shall sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen.
 - e) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as a physical or psychological effect associated with the use of a controlled substance.
 - f) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.
 - d. **PARAPHERNALIA**

A student shall not possess, use, handle, give, store, acquire, conceal, offer to sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (includes, but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.). Students may be suspended for this offense.

PROCEDURES

Principals will adhere to the following procedures when dealing with violations.

- a. The principal will suspend or recommend expulsion of the student in compliance with student due process procedures (*Board Policy 5611*).
- b. The principal will notify the parent(s)/guardian(s) verbally and in writing.
- c. The principal/assistant principal will notify the designated substance abuse intervention counselor. The social worker will function as the substance abuse intervention counselor in all elementary schools.
- d. The assigned substance abuse intervention counselor will distribute Form 1 to each of the student's teachers. The counselor will collect all completed forms and attach them to the school's report.
- e. The principal/assistant principal will notify the Dearborn Heights Police Department. It is recognized that such an offense is a violation of the law and may warrant prosecution.
- f. The principal shall consider the following in making the decision on the length of the suspension or in recommending an expulsion:
 - 1) The age and grade level of the student.
 - 2) Data collected by the school, including past record of conduct.
 - 3) The degree of involvement.

- a) Casual use of possession vs. selling
- b) First vs. repeated offense
- 4) How cooperative the student and the family are with the school and the police department.
- 5) The family's willingness to seek professional evaluation from a certified substance abuse counselor and to follow the recommended treatment program (Forms 2 and 3).
- g. Recommendation for a suspension in excess of 10 days or an expulsion shall be processed in compliance with Board Policy 5611.

Policy # 5136

PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or after school-related functions. Use of PCDs except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile / cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)). () telephone paging devices (e.g., beepers or pagers), and / or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are not otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms unless authorized by teacher or administration, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of the PCDs on school premises / property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possession pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during the school hours and / or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). If the PCD is confiscated, it will be released / returned to the student's parent / guardian unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the buildings' central office until it is retrieved by the parent / guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents / Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/ guardians during the school day.

Policy #5611

STUDENT DUE PROCESS RIGHTS

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

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

A. Students subject to short-term suspension (1-10 days):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian shall be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian shall also be provided a brief description of the student's rights and of the hearing procedure. A student may present witnesses in his/her behalf and may be represented by counsel at the student's expense. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy [5610](#) and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Policy # 5460

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. related course work in which content standards are embedded;
- C. non-traditional course work;
- D. independent teacher-guided study;

- E. testing out;
- F. dual enrollment;
- G. advanced placement courses;
- H. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum;
- I. on-line class.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward the required number of credits any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Additional Graduation Requirements:

Additional local graduation requirements include: The student must have taken the MME.

For Students Graduating in 2016 and thereafter (entering 3rd grade in 2006 and after).

Students shall complete two (2) credits of a language other than English in grades 9-12 or an equivalent learning experience in grades K-12 prior to graduation.

Educational Development Plan

Each student shall have the opportunity to develop an Educational Development Plan (EDP) during the 7th grade and shall have developed an EDP prior to starting high school. The plan must be based on a career exploration program and high school readiness scores, to assist the student in identifying career development goals as they relate to academic requirements.

Effective July 1, 2011, each student shall review his/her educational development plan in 8th grade and shall revise the plan as appropriate before entering high school.