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Every child, regardless of race, creed, color, sex, age, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the District. The Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Approved: June 17, 2010

LEGAL REF: 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments); 20 USCA §1701 *et seq.* (Civil Rights Act); 28 CFR §42.410; 28 CFR §42.405 (Title VI of the Civil Rights Act); 42 USCA §2000e, *et seq.* (Title VII of the Civil Rights Act); MCL 380.1146

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; 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. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The administrator in charge of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Superintendent is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Superintendent is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Administrator in Charge of Special Education
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, MI 48125
Phone: (313) 565-1900

Inquiries or complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s) related to discrimination based on sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

The Superintendent of Schools
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, MI 48125
Phone: (313) 565-1900

In the event a complaint is against the Superintendent of Schools, the complaint should be directed to:

The Vice-President of the Board of Education
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, MI 48125
Phone: (313) 565-1900

All other inquiries related to discrimination should be directed to:

Superintendent of Schools
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, MI 48125
Phone: (313) 565-1900

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: First, cause an investigation of the complaint to be commenced. Second, arrange for a meeting to occur with the complainant, which may include school District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint.

Third, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or other doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal, or to the following person:

The Superintendent of Schools
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, Michigan 48125
Phone: (313) 565-1900

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, Michigan 48125
Phone: (313) 565-1900

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,

- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: June 17, 2010

LEGAL REF: MCL 37.2101 *et seq.*, (Elliott-Larsen Civil Rights Act); 380.11a; 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)

Federal Title Programs

If any person believes, the District, or an employee of the District has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against, that person may make a complaint to the local Title coordinator at the following address:

District Title Coordinator
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, Michigan 48125
Phone: (313) 565-1900

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Step I:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the Superintendent within five business days after receipt of the local coordinator's response. The Superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the Board within five business days of receipt of the Superintendent's response in Step II. The Board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Sexual Harassment and Intimidation

Any person who alleges sexual harassment by a Board member, staff member or student in this District, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building Principal, school counselor, District Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Grievance Procedure

Any Board member, employee, or student in the District who believes that he/she has been subjected to discriminatory and/or sexual harassment shall report the incident(s), in the case of an employee, to the Superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building Principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a Board member, to the Superintendent, Title IX coordinator, or grievance officer.

Should a building or central office administrator be the subject of the immediate complaint or have an apparent conflict of interest in relation to it, he/she will not participate in any way in the investigation of or the decision regarding the complaint.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem through the following steps:

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview.
 - a. Re-emphasize the Board's policy regarding insult, intimidation, and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.
3. Interview all witnesses identified by the parties and document the interview.
4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
5. Make a determination on the merits of the complaint.

- **If the investigation shows that the complaint is without merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The Board's policy regarding discriminatory and/or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

■ **If the investigation shows that the complaint has merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer will confer with the Board and Superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a Board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.

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- b. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.

4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The Board's policy regarding discriminatory and/or sexual harassment and the mechanism for complaint resolution will be reiterated to all Board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews, and investigations will be treated with the strictest confidentiality and utmost discretion. Only those Board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

The Board reserves the right to contact outside investigators for sensitive and/or extensive complaints of harassment.

Sanctions

- a. A substantiated charge against a staff member in the District shall subject that staff member to disciplinary action, up to and including discharge.
- b. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the Code of Student Conduct.

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- c. A substantiated charge against a Board member in the District shall subject that Board member to any legal and disciplinary action allowed under current law.

The Board encourages regular attendance at school by all students.¹ Daily attendance records shall be maintained for each student in each school. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance, which will carry over into adult life.

Compulsory Attendance - Religious Exemption

Any student, who has completed the eighth grade before reaching 16 years of age and who is a member of a recognized church or religious denomination that objects to a regular public high school education, may attend classes in a regularly supervised non-public program of instruction approved by the State Board of Education. Attendance of such a student in a non-public educational program shall conform to state law.

It is the parent(s)/guardian(s) responsibility to provide transportation to such non-public religious activities.

Approved: June 17, 2010

LEGAL REF: MCL 380.1231(2); 380.1281; 380.1561; 380.1571; 380.1577; 380.1586-1589; R 340.71; OAG, 1977-1978, No 5414, p 738 (December 20, 1978); OAG, 1987-1988, No 6467, p 196 (September 16, 1987)

¹ **380.1561 Compulsory attendance at public school; enrollment dates; exceptions. [M.S.A. 15.41561]**

Sec. 1561. (1) Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school District in which the child is enrolled. In a school District that maintains school during the entire calendar year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

The Revised School Code requires that student attendance at school be "continuous and consecutive." The code also provides that absences are permissible only with "valid excuses." The Board of Education believes that regular attendance is an important part of the educational process.

Therefore, it shall be the policy of the Westwood Board of Education that:

1. Students are expected to attend all classes unless excused by their parents/guardians and the schools.
2. Parental/Guardian acknowledged absences deemed appropriate by school officials constitute excused absences. In addition, school authorities may excuse students from a class to participate in other school activities.
3. Students shall be allowed to make up work missed due to excused absences.

Schools have the obligation to communicate promptly with parents/guardians of students who are absent from school and to address the causes rather than just the symptoms of poor attendance patterns.

Middle School/Senior High School

For most students, success in school is directly related to regular attendance. Classroom teachers and school administrators are required by law to maintain records of student attendance. Truancy from classes and school contributes to school failure for many students.

The school has the responsibility to provide vital, worthwhile, educational experiences for students. The responsibility to attend school regularly belongs to the students. The school will make every effort to work with the family of each student to alert them to attendance problems and to help correct a poor attendance pattern.

Failure on the part of the student to comply with reasonable attendance requirements will directly affect success in school and may jeopardize the student's right to complete the semester program in which he or she is enrolled.

The Michigan Merit Curriculum lays the foundation for “credit” by requiring that credit be awarded not by the commonly used Carnegie unit, which is based on seat time, but based on a student’s demonstration that he or she has successfully met the content expectations for the credit area. Students must demonstrate they have met the subject area content expectations for credit in the subject area.

At the middle school/senior high school levels, any student who exceeds a total of twelve (12) absences (excused or unexcused) during a semester may receive credit upon successfully passing the final exam for the class. Students passing a class at the end of a semester will be assigned a letter grade of “P.” If a student is failing a class, a letter grade of “E” will be assigned. However, a student who exceeds twelve (12) excused absences has the right to appeal the failure due to absence. If a student exceeds the twelve (12) day absences, he/she must still attend the class.

Elementary Schools

At the elementary level, any student who exceeds a total of 24 absences in a school year, unless documented for special reasons, eg., illness under doctor's care, may be retained in that grade. The parent/guardian will be referred to the Superintendent's office after the student has accumulated six (6) absences. After 12 absences, the local police agency truancy office will be contacted.

After six (6) unexcused tardies at the elementary level, not including doctor, dentist, counseling appointments, or extenuating circumstances, the teacher will notify the principal. The principal will send a letter of notification to the parent/guardian. Elementary tardies in excess of ten (10) will require a meeting with the superintendent or designee, and the building principal or designee. If additional tardies occur, a report will be made to the Wayne County Prosecutor's office as a violation of the State Compulsory Attendance Laws.

1. All absences from individual classes will be recorded by the classroom teacher and become a part of the student's permanent record.
2. A student who exceeds a total of twelve (12) combined excused and unexcused absences in a class during a semester will not receive credit for the class. Students passing a class at the end of a semester will be assigned a letter grade of "P". If a student is failing a class, a letter grade of "E" will be assigned. If a student exceeds the twelve (12) day absence, he/she must still attend the class.
3. Non-charged Absences

A non-charged absence is an excused absence that will not count against the twelve (12) day absence. Non-charged absences may be granted for:

- (1) Hospitalization
- (2) Confinement because of a communicable disease
- (3) Extenuating circumstances

In all cases, the student must file a written appeal to the principal who will then forward to the attendance committee for review and disposition. (See appeal process)

4. An excused absence is justified by the parent/guardian as an absence beyond the control of the student (evidence of student illness or family emergency). In cases of excused absences, it will be the responsibility of the parents/guardians to notify the school.

Students may verify an absence by having their parent/guardian call the attendance office no later than 3:30 p.m. of the day following the absence (24-hour rule). Also, the day the student returns to school, he/she must bring a written excuse to the attendance office. The absence note must include the student's name, date(s) of absence, reason for absence, telephone number where the parent/guardian can be reached and parent/guardian's signature. Under no circumstances will the absence be excused after the first day (24 hours), other than by administrative action.

Students with an excused absence should be given every opportunity to make up their work.

Any student who leaves the class without teacher approval before the close of the class will be considered as an unexcused absence.

Absences incurred because of an out-of-school suspension or in-school suspension do not count against the twelve (12) day absence.

5. Extended Illness

Should a student find it necessary to miss several consecutive days due to illness, the counselor may be asked to contact teachers to arrange for homework assignments. Students with chronic medical problems requiring doctor's care should notify their guidance counselor.

6. Homebound Program

If an illness is of such duration to make the usual homework assignment procedure impractical, the student may be placed on the homebound program upon the recommendation of his counselor and the special education director. A doctor's verification is necessary. The visiting teacher then makes home calls to carry on all classes that are possible out of school.

7. Students Checking In/Out

A. Students Checking In

The attendance office does not issue tardy passes to students arriving late to classes. These students should be admitted to class and the classroom tardy policy procedures followed. Students are required to "check in" at the attendance office if they arrive late to school.

1. Students checking in will be issued an admission slip pass. This pass does not excuse the student. It only recognizes that they have signed in late and are in the halls, with permission, on their way to class.

2. If the tardy is excused, the student's name will appear on the daily absence list along with the time of arrival.
3. Students that do not check in at the attendance office, even if they have someone call in or bring a note, will not be excused.

B. Students Checking Out

1. Students are required to "checkout" at the attendance office anytime they are leaving school prior to the end of their scheduled day.
2. Parent/Guardian approval will be secured before the student is allowed to leave.
3. When the student checks out, the student's name will appear on the daily absence list along with the "checked out" time.
4. Students leaving school without checking out at the attendance office, even if someone calls in later or brings a note, will be considered unexcused and skipping.

8. Students Requested from Class

Whenever possible, staff members are to give three (3) days advance notice when students are being excused for school business or activities. The teacher should submit a list of student names to the attendance office who are to be excused.

9. Pre-arranged Absence

- A. The student must obtain a pre-arranged absence request from the attendance office prior to being absent.
- B. Written parental/guardian request is necessary to secure the pre-arranged absence form.
- C. The prearranged absence form is circulated by the student to the teachers and returned to the attendance office.

Student Appeal Process

Students have the right to appeal disciplinary decisions made by teachers and administrators. If a student feels justified in appealing the attendance record, an appeal may be made within twenty-four (24) hours of the absence by submitting a written statement to the principal. A hearing will be arranged quickly involving all those concerned when the written appeal is made. Our hope is to ensure fair treatment of all students under the rules and regulations in force.

Parents/Students have the right to appeal if a grade letter of "P" is assigned. The process is as follows:

- A. Written appeal is to be given to the building principal within five (5) days. The building principal will submit the appeal to the attendance committee for their review and decision. The attendance committee shall consist of the building administrators or designee and two members of the teaching staff.
- B. If the parent/student does not agree with the decision, an appeal may be made to the superintendent's office within five (5) days.
- C. If the parent/student does not agree with the decision, an appeal may be made to the superintendent's office. A request for a hearing may be made to the Board of Education within five (5) days of receipt of the decision. Upon receipt of such a request, and after consulting with the Board, the superintendent's office shall notify all parties of a hearing date.

The Board expects the administrative procedures for the admission of students to be designed in such a fashion that enrollment is handled expeditiously and with the least possible inconvenience to parent(s)/guardian(s), or other caregivers, and students. The enrolling school administrator shall enter on the student's permanent record card the student's legal name and the name, address and telephone number of his/her lawful custodian(s), or other relatives acting as caregivers, as required in Board policy 8090 Release of a Student During the School Day. Any unusual custody circumstances shall be explained and updated insofar as possible. The District may require "Power of Attorney" papers for relatives of the student acting as caregivers in the stead of the legal parent(s)/guardian(s).

First Time Enrollments

The parent(s)/guardian(s), or person *in loco parentis* applying to have a child registered for the first time in a school and, beginning in 2002-2003, the parent(s)/guardian(s) or person *in loco parentis* of a child entering the sixth grade, shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under section 1177 of the Revised School Code.

Resident Students

In order to obtain an estimate of the number of resident students who are expected to enroll in school during the following year, a pre-enrollment period shall be scheduled annually during the spring months. The Superintendent shall schedule a reporting date for resident students who were pre-enrolled during the previous spring in August of each year.

New Resident Students

New resident students are urged to contact the Superintendent's office as soon as possible after establishing residence in the District.

Non-Resident Students

A non-resident student shall be defined as any student who does not meet the requirements to be a resident student of the District, as defined in state law. The enrollment of non-resident students is a privilege granted by the District and is not a legal right provided to the non-resident student and/or his/her parent(s)/guardian(s). Non-resident students shall not be granted or refused enrollment based upon disability, religion, race, color, national origin, sex, height, or weight, or generally, in violation of any state or federal law prohibiting discrimination.

The Board will consider and may permit the enrollment of non-resident students upon receiving a release from the school District of residence or upon payment of tuition unless exempt from either by state law.

Enrollment requests from non-resident students will be subject to space availability as determined by the Superintendent considering resident student enrollment projections.

Requests from the parent(s)/guardian(s) of special education students for admission shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be used to determine if the requested school or program can meet the student's needs. When necessary, a written cooperative agreement with the student's resident District shall cover, but not be limited to, an arrangement on the responsibility for the payment of the added costs of special education programs and services, including transportation, for the student.

Non-resident students admitted pursuant to the following exceptions will not be required to pay tuition or seek approval from their District of residence if:

1. The student was a victim of a criminal sexual assault or other serious assault, that (1) occurred “at school”² in the student’s District of residence, or (2) that was committed by one or more students from the student’s District of residence, or (3) that was committed by employee of the student’s District of residence.
2. The student was enrolled as a resident in the District at the beginning of the school year and became a non-resident after the pupil membership count day (fourth Wednesday in September).
3. The student is the child of an employee who is under a full-time or part-time employment during the current school year. This exception shall cease to exist when the parent(s)/guardian(s) ceases to be an employee of the District. However, under such circumstances, a student may finish the school year without payment of tuition or approval from his/her resident District if the parent(s)/guardian(s) discontinues employment with the District after the pupil membership count day.
4. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.

Unless as otherwise required by law, transportation for enrolled non-resident students shall be furnished by their parent(s)/guardian(s).

A non-resident student will not normally be admitted to the District who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district due to poor academic performance or for disciplinary reasons.

² “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. MCL 388.1606(6)(g)(i).

Resident Attendance in another District – Non-Schools of Choice

The Board may approve resident students attending another school District when the needs of the student dictate as determined by the school's counselors, teachers, administrators and the student's parent(s)/guardian(s).

AssignmentsTo Schools

Attendance areas may be established for each attendance center in the District.

To Classes

To the extent possible, class assignments will be made in such a way as to give each student the greatest freedom of choice consistent with the student's interests and abilities.

Transfers and Withdrawals

Transfers will not normally be permitted between elementary schools during the school year unless the needs of the student dictate.

All students who plan to transfer to another District or who intend to withdraw entirely from the school are encouraged to give advance notice, insofar as this is possible, in order that the school rolls may accurately reflect the current student enrollment of the District.

Approved: March 17, 2011

LEGAL REF: MCL 380.10; 380.1134-1135; 380.1147-1148; 380.1177; 380.1204a; 380.1282; 380.1324; 380.1401; 380.1416; 388.1606; OAG, 1979-1980, No 5642, p 587 (February 4, 1980); OAG, 1981-1982, No 5925, p 234 (June 23, 1981); OAG, 1981-1982, No 5995, p 412 (October 12, 1981); OAG, 1987-1988, No 6467, p 196 (September 16, 1987); PA 186 of 2009 (amending M.C.L.A. 380.1148)

The Superintendent, in cooperation with the Principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.

First Time Enrollments

The proof of identity for students enrolling for the first time in the District may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Department of Human Services, a certified transcript of the student, a baptismal certificate, or other reliable documentary evidence that the Board considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling officer shall notify the local law enforcement agency as required by law. If the enrolling officer suspects the identity affidavits to be inaccurate or suspicious in nature, he/she shall contact the local law enforcement agency.

Resident Students

The Superintendent shall ascertain that all students who apply for admission to the schools are lawfully entitled to enroll. In the event that there is a doubt about the legal status of a student, the Superintendent shall refer the question to the school attorney who shall prepare a written report to the Board.

New Resident Students

The Superintendent shall cause public announcements to be made from time to time, with greater frequency during the summer months, as to the procedures that new residents of the District are expected to follow in enrolling in the schools of the District.

Non-Resident Students

Application for a non-resident student who desires to be admitted to the schools of the District shall be submitted to the Superintendent. In the event a non-resident student is denied admission to the schools of the District, the parent(s)/guardian(s) or student, if an emancipated minor, may appeal the decision, in writing, to the Board.

The parent(s)/guardian(s) of a non-resident student who wishes to enroll a student because the parent(s)/guardian(s) is/are employed by the District may be required to provide proof of employment.

Tuition

The tuition for any student, that is to be paid by another District, shall be paid on the date provided in the agreement with that District. In the event tuition for a non-resident student is to be paid by the parent(s)/guardian(s), the tuition shall be paid in full at the time of enrollment in the amount determined by the Superintendent.

Assignment

The building Principal shall be initially responsible for specific classroom and grade level assignment of all students within the school. In the elementary schools, the Principal, in determining the grade level for any new student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or higher grade level, if in his/her judgment, and with the cooperation of the parent(s)/ guardian(s), the best interests of the student would be served thereby.

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the Principal shall determine that there is valid reason for not doing so.

To Schools

Any parent(s)/guardian(s) who wish to enroll a child as a student in a school outside of the attendance area in which the student would otherwise attend may make application to the Superintendent, including in such application a justification for the variance from the assignment policy of the Board. The Superintendent is authorized, in any case in which he/she feels that the better interest of the schools or the student involved will be served, to grant an exception from the attendance areas established by the Board.

To Classrooms

The building Principal shall be responsible for assigning students to specific classrooms within the school. In making classroom assignments, the Principal shall take into account available space, class sizes, and scheduling requirements.

School Admissions - Non-Accredited Schools or Homeschooling

Students attending or having attended a non-accredited school or having been homeschooled, which wish to attend school in the District, must be tested by an appropriate guidance counselor to determine grade level placement. The school officials shall make grade placement after consultation with the parent(s)/guardian(s), guidance personnel and the Superintendent. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.³

³ It is permissible for schools to disallow grades earned at non-accredited schools - which would include "home schooling" - as part of a middle school or high school GPA calculation or for use in calculating entrance into National Honor Society or for purposes of determining salutatorian or valedictorian honors. If that is the District's choice, the following rules language need simply be added to these rules: "Grades earned at non-accredited schools shall not be used in determining Grade Point Average, National Honor Society Membership, or valedictorian/salutatorian honors."

Transfers and Withdrawals

It shall be the responsibility of the Principal of the appropriate school to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than five consecutive days shall be presumed to have transferred or withdrawn, unless the Principal may determine by investigation that such is not the case.

Within 14 days after enrolling a transfer student at school, the enrollment office shall request, in writing, that the student's previous school forward a copy of said student's records to the new school.

Resident Attendance in another District - Non-Schools of Choice

All requests to attend another school District that is not a "schools of choice" District shall be made to the Superintendent. The student and/or his/her parent(s)/guardian(s) shall be given the opportunity to make a presentation to the Board in support of the request prior to the final decision of the Board.

The Board is committed to identifying homeless children and youth.⁴ The Superintendent shall develop guidelines and procedures for identifying homeless children within the District and will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

Such children shall be provided with educational services to meet their needs as determined and directed by the Superintendent. Regulations/Guidelines will be developed that implement the requirements of the No Child Left Behind Act.

The child may attend the school, which is in the best educational, social, and emotional interest of the child.

⁴ Under the McKinney Act, the terms homeless children and youths mean “individuals who lack a fixed, regular, and adequate nighttime residence ... and includes:

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children ... who qualify as homeless for the purposes of this part because the children are living in circumstances described [above].”

The Superintendent shall waive fees and charges that may act as barriers and prevent homeless children from enrolling in school and/or acquiring an appropriate education as outlined in the McKinney Vento Homeless Act.⁵

Approved: June 17, 2010

LEGAL REF: 42 USCA §11433 (McKinney Homeless Assistance Act); 20 USCA § 6311
(No Child Left Behind Act)

⁵ To be eligible for federal funds for programs assisting the education of homeless children, a District must provide written notice to the parents/guardians of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend, that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children. If the District sends a homeless child to a school other than the school of origin or the school requested by the parent/guardian, the District must provide the parents/guardians a written explanation for, including notice of the right to appeal, the decision. This information must also be provided whenever a dispute arises over school selection. 42 U.S.C. § 11432 (e) (3) , (E); 11432 (g) (2) (B), (E)

The District will emphasize the rights of homeless students to:

- Equal access to all educational programs and services including transportation,
- Continue to attend school in their school of origin for the duration of homelessness,
- Attend regular public school with non-homeless students, and
- Continue to receive all services for which they are eligible, such as special education, gifted and talented, or LEP.

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. Facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. Facilitating the on-time graduation of children of military families; and
- C. Providing for the uniform collection and sharing of information between and among schools and military families.

The Superintendent shall maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

The guidelines shall apply to children of military families within the state as well as between member states.

Approved: March 17, 2012

LEGAL REF: Interstate Compact on Educational Opportunity for Military Children
MCL 3.1041

A student, age 18 years or older, parent(s)/guardian(s) or another person acting as a representative for the student, may request to have a letter grade changed only for grades on final exams or grades at the end of a marking period, term, or semester.

The Superintendent will promulgate rules for the procedures to be followed when a request for a change in a letter grade is made.

Approved: June 17, 2010
LEGAL REF: MCL 380.11a

Should a request be made to change a letter grade on final exams or grades at the end of a marking period, term, or semester, the following procedures are to be followed:

Step 1 - Informing the Teacher

If a student/parent(s)/guardian(s) is/are dissatisfied with the letter grade received, the teacher is informed by the student/parent(s)/guardian(s), within 10 calendar days, the reason(s) for wanting the grade changed.

Step 2

- a. The teacher who gave the original grade agrees with the student's request, within 10 calendar days, to the change and the procedure ends, or
- b. The teacher who gave the grade does not agree, or does not respond to the student's request within 10 calendar days, the student proceeds to the next step.

Step 3

Principal Receives Request

Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade change.

Meeting with Principal

The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student.

The student, parent(s)/guardian(s) may attend this meeting or may make a presentation, orally or in writing, to the Principal.

Rational Basis Guideline

The Principal cannot change the grade unless he/she finds that the student requesting the change has established there was not a “rational basis” for the challenged grade under the teacher’s established grading procedures. If the student has established a “rational basis,” the Principal may change the grade.

Principal’s Decision

The Principal shall make his/her decision within 10 calendar days after the meeting with the teacher and student/parent(s)/guardian(s).

Step 4 - Timely Appeals

The teacher or the student/parent(s)/guardian(s) may appeal the Principal’s decision to the Superintendent’s Office within 20 calendar days after receiving the Principal’s decision. Failure to make a timely appeal means the Principal’s decision is final.

The Superintendent’s Office shall render a decision within 30 calendar days.

Step 5

Either the teacher or the student may appeal the Superintendent's decision to a committee of the Board within 20 calendar days after receiving the decision from the Superintendent’s Office. Failure to make a timely appeal means the decision is final.

Step 6

The designated committee shall meet within 30 calendar days to consider the appeal. The committee shall review the reasons for and against the proposed change. The committee will not interview the parties nor hear oral presentations.

The committee shall either approve or disapprove the decision of the Superintendent’s Office. The committee shall not modify the decision.

The committee’s decision is final.

Step 7 - The Student's Record

If the Principal, Superintendent's Office or committee acts to change a grade under this policy, a notation shall be made in the student's record that the Principal, Superintendent's Office or committee changed the grade.

Students, whose enrollment has been terminated, either voluntarily or otherwise (i.e., expulsion), may be re-admitted by following the procedures established by the designated committee.

Approved: June 17, 2010

LEGAL REF: OAG, 1985-1986, No 6271, p 13 (February 7, 1985)

All applications for re-admission to the schools for students who have previously withdrawn, either formally or otherwise, shall be submitted in writing to the appropriate building Principal. The Principal or his/her representative by appropriate counseling shall assist the student in planning his/her schedule, in obtaining the necessary books and supplies and in re-establishing him/herself as an active participant in the program of the school.

All petitions for re-admission to the schools for students who have previously been expelled from the schools shall be submitted in writing to a committee of the Board of Education. The Superintendent and Board committee shall attempt to establish communication with the parent(s)/guardian(s) and to counsel with parent(s)/guardian(s) and student concerning his/her re-admission. The committee may call for a hearing regarding re-admission to be conducted by a committee of Board members, school staff, and parents. The results of the hearing will be presented to the full Board with a follow up vote deciding re-admission.

In recognition of the District's obligation to parent(s)/guardian(s) for the health, welfare and safety of students, building Principals shall not release a student during the school day except in emergencies or to a student's lawful custodian as defined by Michigan law. Other staff, including but not limited to teachers, custodians, aides, and administrative assistants, shall refer any requests for an early release during the school day to the Principal. The identification of the student's lawful custodian shall be verified to the satisfaction of the Principal. All written or verbal requests of the lawful custodian shall be verified to the satisfaction of the Principal. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with Board policy 8040 and 8090-R.

Approved: June 17, 2010

LEGAL REF: MCL 380.1561; R 340.71-75; OAG, 1989-1990, No 6596, p 195 (August 9, 1989)

At the time of school enrollment and admission, the building Principal, enrolling officer, or designee must complete the student's permanent record form that shall identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the building Principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the Principal shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

In the case of a written or verbal authorization by a lawful custodian of record, the Principal shall verify to his/her satisfaction the message as being from the lawful custodian of record by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and verified to the satisfaction of the Principal, such change shall be entered immediately on the student's permanent record.

Emergency Release

Dear Parent(s)/Guardian(s):

Our school needs to know what to do in case of early school dismissal because of severe weather or other emergency. Please complete this form and return it as soon as possible.

Principal or Designee

School Building

My child (Name) _____ will:

Check One:

- Ride the bus as usual
- Walk, drive, or ride bike as usual.
- Be picked up by his/her parent(s)/guardian(s) who can be contacted during the school day at:

Daytime phone number: _____

Pager number: _____

Cell phone number: _____

Email address: _____

- Be picked up by the friend or relative named below:

Name of person _____

Relationship: Friend Relative

Phone or cell phone number where this person can be reached during the school day:

- Follow a different plan. (Please give detailed instructions below.)

I verify I have reviewed this plan and these instructions with my child and he/she understands what procedure is to be followed in the event of early dismissal due to weather or other emergency.

Parent(s)/Guardian(s) Signature: _____

Date: _____

The District shall maintain a closed campus for all schools.

Students shall remain at school from the time they arrive in the morning until dismissed.

If a student must leave school during the day, the student should establish this need with parental/guardian permission before the opening of school for the day and sign out properly in the attendance office.

Students in special programs remain under the jurisdiction of the local school.

Approved: June 17, 2010
LEGAL REF: MCL 380.1561(1)

Searches of lockers, motorized vehicles, and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

Lockers

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms,
- Explosives,
- Dangerous weapons,
- Flammable material,

- Illegal controlled substances or controlled substances analogues or other intoxicants,
- Contraband,
- Poisons, and/or
- Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items, or of items that must be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent(s)/guardian(s) of the pupil assigned a school locker.

Motorized Vehicles

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the students under school jurisdiction, the Principal, or designee, are authorized to search students. All searches shall be carried out in the presence of an adult witness.

Strip Searches

No strip searches shall be conducted by school authorities.

Law Enforcement Searches

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

Approved: June 17, 2010

LEGAL REF: MCL 380.1308(5), Statewide School Safety Information Policy, MCL 380.1311(2), *New Jersey v. T.L.O.*, 469 U.S. 325 (1985)

Search of Lockers

The lockers in the schools of the District shall be under supervision of the building Principal or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer garments, footwear, grooming aids, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the Principal or designee. Students are responsible for the content of their lockers and should not share lockers, or divulge locker combinations unless authorized to do so.

The building Principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/She may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Law enforcement officers may be asked to assist, but school officials must supervise searches that school officials instigate pursuant to policy 8130.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the Principal shall immediately take such person to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the Principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building Principal is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The Principal shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

Search of Motorized Vehicles

The building Principal or designated representative may search any motorized vehicles brought onto school premises by a student at any time upon reasonable suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety, and welfare of students, personnel, or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations from being on school property. Such search may be made without notice to the student. Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long term suspension or expulsion.

Prohibited items recovered from motorized vehicles shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

Search of the Person

When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be ordered to report to the building Principal's office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the students' exhibiting objects associated with drug use, or the students' exhibiting such objects as bullets or a knife sheath that could be associated with dangerous weapons.

Once in the Principal's office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that the building Principal believes may be connected with illegal activity may remain

in the custody of the building Principal, until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

Upon any search, a written report shall be made indicating:

1. The name of the student,
2. The time, date and place of the search,
3. The reason(s) for the search,
4. Whether or not law enforcement officials were called,
5. Name of the person conducting the search,
6. Name(s) of person(s) present while search was conducted, and
7. Item(s) confiscated.

The Superintendent shall keep a copy of the written report on file.

It shall be the policy of the District that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The District's administrators shall at all times act in a manner which protects and guarantees the rights of students and parent(s)/guardian(s) and shall cooperate with law enforcement officials as provided in 8140-R.

School staff members shall be informed annually of the contents of this policy and rules.

Approved: June 17, 2010

In these rules, the administration is reminded that a student who has attained the age of 18 enjoys the responsibility of speaking for him/herself without the agreement of the parent(s)/guardian(s), or representative as to whether or not he/she will submit to questioning.

Initiated by School Administrators and Conducted by Administrators

Building Principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a manner, which does not interfere with school activities.

Initiated by School Administrators and Conducted by Law Enforcement Officers

The building Principal shall determine when the necessity exists that law enforcement officers be asked to conduct an investigation of alleged criminal behavior which jeopardizes the safety of other people or school property or which interferes with the operation of the schools.

The building Principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours. A reasonable attempt shall be made to contact the student's parent(s)/guardian(s), or representative prior to questioning by law enforcement officers. Reasonable requests of the parent(s)/guardian(s), or representative shall be observed. The administrator involved shall document such notifications or attempted notifications to parent(s)/guardian(s) or representative. In the absence of a student's parent(s)/guardian(s), or representative during any questioning of such students, the Principal or a designated, certified school staff person shall be present as may be allowed by law.

If the investigation has centered on any particular student suspected of any alleged criminal activity, the procedure for taking students into custody by the procedure set forth

below shall be followed to the extent that it does not interfere with reasonable law enforcement procedures.

Initiated and Conducted by Law Enforcement Officers

Although cooperation with law enforcement officers will be maintained, it is the preference of the District that it will not normally be necessary for law enforcement officers to initiate, and conduct any investigation and interrogation on the school premises, during school hours, pertaining to criminal activities unrelated to the operation of the school. It is preferred that only in demonstrated emergencies, when law enforcement officers find it necessary, will they conduct such an investigation during school hours. These circumstances might be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, destruction of evidence, or continued criminal behavior. No school official, however, should ever place him/herself in the position of interfering with a law enforcement official in the performance of his or her duties as an officer of the law.

If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building Principal shall require proper identification of such officials and the reason(s) for the visit to the school. If the Principal is not satisfied, he/she shall attempt to notify the Superintendent and the officers' superior, documenting such action.

In all cases, the officers shall be requested to obtain prior approval of the Principal or other designated person before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigations as soon as practical.

8140-R Interrogation and Investigations Conducted in School

8140-R-3

Alleged criminal behavior related to the school environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of the two previous sections.

Interrogation of Student during Investigation of Violations of School Rules

In instances where school rules have allegedly been violated, the Principal may notify the suspected rule violator(s) or potential witness (es) to the infraction. When

suspension or expulsion may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against the student.

In questioning a potential student witness to an alleged disciplinary infraction, care should be taken by the administrator to ensure there is a reasonable likelihood that the student was indeed a witness. School officials should not engage in detailed questioning of students at random without reasonable cause in hope of gathering information as to school misconduct. Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. Such students should be given the opportunity to give their consent before answering questions of school officials.

Circumstances may arise where it would be advisable to have another adult present during questioning of students.

Violations of Criminal Law

During an investigation of violation of school rules, it may come to the attention of an administrator that the investigated activity may also be a violation of criminal law. In proceeding with the investigation, the Principal shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notifying law enforcement officials.

When a suspected violation of criminal law has occurred on the school grounds involving the operation of the school or a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. If such officials are notified, unless circumstances dictate otherwise, questioning of the student shall not begin or continue until the law enforcement officers arrive.

Reasonable attempts shall be made to contact a student's parent(s)/ guardian(s), or representative who, unless an emergency exists, shall be given the opportunity to confer with the student and to be present with the student during such questioning. The administrator shall document the notification or attempted notification to the student's parent(s)/guardian(s), or representative.

In the absence of parent(s)/guardian(s) and student consent, it is the preference of the District that law enforcement officers on school premises shall not question a student. The law enforcement officers shall be asked to advise the student of his/her legal rights. If the parent(s)/guardian(s) or student refuses consent to the questioning, the law enforcement officer(s) will determine the course of action to be pursued.

Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials.

Taking a Student into Custody

School officials shall not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent(s)/ guardian(s) or representative and the student agree to the release.

When students are removed from school for any reason by law enforcement authorities, every reasonable effort will be made to notify the student's parent(s)/ guardian(s), or representative immediately. Such effort shall be documented.

Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent(s)/guardian(s)/ representative, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent(s)/guardian(s) of the student. The Superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.

The building Principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises. Whenever the need arises to make arrests or take students into custody on school premises, the Principal shall make reasonable efforts to persuade the law enforcement officers to utilize a non-uniformed officer in making the arrest.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the building Principal and relate the circumstances necessitating such action. When possible, the Principal shall have the student summoned to the Principal's office where the student may be taken into custody.

When an emergency exists, the Principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building Principal, the school staff present shall encourage the law enforcement officers to notify the Principal of the circumstances as quickly as possible. In the event that the officers decline to notify the Principal, the school staff members present shall immediately notify the Principal or the Superintendent.

If possible, the parent(s)/guardian(s), or representative of the student shall be notified by the Principal or other school administrator before the student is taken into custody by law enforcement officers or as quickly thereafter as possible. The administrator shall document such notification or attempted notification.

Disturbance of School Environment (Cf. 9290)

Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the building Principal or other school administrator has found to be unmanageable by school personnel and which disturbances have the potential of causing harm to students, other persons, or school property. Such potential of possible disturbance includes members of the public who have exhibited undesirable or illegal conduct on school premises or at a school event held on school property, and who have been requested to leave by an administrator, but have failed or refused to do so.

Coordination of Policies by Enforcement Officials

School administrators shall meet at least annually with local law enforcement officials to discuss the District's policy and rules regarding law enforcement contacts with the District. Law enforcement officials will be asked to instruct their staffs as to the terms of the school's policies and rules.

The Board of Education recognizes its obligation to provide students with the best education possible. Students are the future leaders of our Nation. One of the most important aspects of an education is that a student becomes aware of the harmful effects of alcohol, inhalants, steroids, and drugs.

The illegal use of alcohol, inhalants, steroids, and/or drugs has no place in school or society. Students who abuse alcohol, inhalants, steroids, and/or drugs not only perform poorly in school, they perform poorly in life.

Alcohol, inhalant, steroid, and/or drug abuse costs our Nation billions of dollars every year in lost productivity. Thousands of people die each year and many more are disabled because of alcohol, inhalants, steroids, and drugs.

Students who say “no” to alcohol, inhalants, steroids, and drugs will be better prepared to meet life’s many challenges. Students who give in to peer-pressure and use alcohol, inhalants, steroids, and drugs will be letting down their friends, their family, and themselves.

Students should feel proud when they resist the temptations of alcohol, inhalants, steroids, and drugs. Saying “no” to alcohol, inhalants, steroids, and drugs is the right answer.

The Board of Education and the School District encourage students who are experiencing problems with alcohol, inhalants, steroids, and/or drug abuse to seek assistance for such problems through treatment, counseling, and/or rehabilitation programs voluntarily. Information regarding these programs is available at the counseling office.

The Board of Education and School District will not tolerate students who refuse to say “no” to alcohol, inhalants, steroids, and drugs.

Students, who unlawfully possess, use or distribute alcohol, inhalants, steroids, and/or illicit drugs on school premises or at a school-activity or event will be subject to discipline up to

and including expulsion and referral to the police for prosecution, in accordance with the District's "Student Code of Conduct." Students may also be required to complete an appropriate rehabilitation program successfully.

Approved: June 17, 2010
LEGAL REF: MCL 380.1170

The notice below shall be posted in each locker room of the District. The notice shall be not less than 8-1/2 inches by 11-1/2 inches. The information printed on the notice shall be printed in 10-point boldfaced type or larger.

“WARNING”

USE OF ANABOLIC STEROIDS:

A person who knowingly uses an androgenic anabolic steroid in violation of section 17766a of the public health code, Act No. 368 of the Public Acts of 1978, being section 17766a of the Michigan Compiled Laws is guilty of a misdemeanor, punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both.

POSSESSION OF ANABOLIC STEROIDS:

A person who knowingly possesses an androgenic anabolic steroid in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a misdemeanor punishable by imprisonment for not more than 90 days, or a fine of not more than \$100.00, or both. A second or subsequent violation is a felony, punishable by imprisonment for not more than 4 years, or a fine of not more than \$2,000.00, or both.

DELIVERY OF ANABOLIC STEROIDS:

A person who knowingly delivers or knowingly possesses with intent to deliver an androgenic anabolic steroid or counterfeit androgenic anabolic steroid to another person in violation of section 17766a of Act No. 368 of the Public Acts of 1978 is guilty of a felony, punishable by imprisonment for not more than 7 years, or a fine of not more than \$5,000.00, or both.

POSSIBLE HEALTH EFFECTS OF ANABOLIC STEROIDS:

Atrophy of the testicles	Enlarged breasts
Sterility	Impotence
Acne	Hair loss
Stroke	Kidney damage
Psychosis	Cardiovascular disease
Addiction	High blood pressure
Withdrawal	High blood cholesterol
Heart attack	Stunted bone growth

TRANSMITTED DISEASES AND INFECTIONS:

The shared use of hypodermic needles can result in the transmission of serious communicable diseases and infections including AIDS and hepatitis B.”

The use and/or the possession by any student, regardless of age, of any tobacco product are prohibited in any school building, at school-sponsored events - regardless of location, or on any school property at any time.

Possession of tobacco products by any student under the age of 18 years may be reported to appropriate law enforcement authorities. (Cf. 2790)

Approved: June 17, 2010

LEGAL REF: MCL 380.1170; 333.12601 *et seq.*; 722.642; 750.473; OAG, 1977-1978, No 5202, p 167 (July 11, 1977); OAG, 1977-1978, No 5336, p 502 (June 28, 1978)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbooks.

Approved: June 17, 2010

Statement of Purpose

The school, in carrying out its responsibility for creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity and the age of the student. In general, it shall be the responsibility of the individual student and his/her parents/guardians to follow the guidelines for appropriate dress. Factors of health, safety, and the orderly functioning of the school are the determiners of appropriate dress.

Dress Considerations and Prohibitions

- A. Within the framework, every student shall dress in a tasteful manner and shall practice daily personal hygiene to ensure an appropriate school climate that is conducive to learning. Dress should be such that it in no way interferes with the educational process, the maintenance of order, the protection of school personnel and property, and the health, welfare, and safety of the student and student body. Students who in the judgment of the administration are inappropriately dressed or groomed will be sent home to correct the problem. Prohibited modes of attire are, but not limited to: backless outfits, bare feet, bare midriffs, hair curlers, curling caps, "doo rags", sweat suits/jogging suits, tank tops, and clothing imprinted with profanity, vulgar suggestions or sexually suggestive material. Specific religious customs may be accommodated at the discretion of the principal.
- B. Special health and safety standards maybe required for students enrolled in classes such as industrial arts, home economics, physical education, science education and driver education.
- C. Certain extracurricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students will be required to dress in compliance with the rules set up by the organization.

- D. Students are expected to be dressed adequately for weather conditions as they are expected to go outside for recess periods except in extreme cold and rainy weather. At the discretion of the Principals, the wearing of modest shorts is hereby permitted.
- E. Student Standard of Dress, as determined by the individual school, is expected to be followed.

The Board desires to keep District schools and students free from threats or harmful influence of any groups or gangs, which advocate drug use, violence, or disruptive behavior. The Superintendent shall maintain continual, visible supervision of District premises to deter gang intimidation of students and confrontations between members of different gangs.

The Superintendent shall:

- Establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort,
- Provide in-service training to help staff identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior, and
- Keep the staff informed about conflict management techniques and alerted to intervention measures and community resources, which helps students.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, which advocate drug use, violence, or disruptive behavior.

Approved: June 17, 2010

LEGAL REF: Statewide School Safety Information Policy

At the Principal's discretion, staff may use the following techniques to discourage the influence of gangs:

1. Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership shall be referred to the Principal. The student's parent(s)/guardian(s) shall be contacted and the student sent home to change clothes if necessary.
2. Any gang graffiti on District premises shall be quietly removed, washed down, or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
 - b. Graffiti shall be photographed before it is removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against offenders.
3. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of wholesome activities.
4. Staff shall actively promote membership in authorized student organizations, which can provide students companionship, safety, and a sense of purpose and belonging.

Gang Prevention Education

Gang prevention instruction offered in the schools shall:

1. Explain the dangers of gang membership.
2. Include lessons or role-playing workshops in non-violent conflict resolution and gang avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.
5. Encourage positive school behavior.

Teachers and law enforcement staff may teach gang prevention lessons jointly.

Community Outreach

Gang prevention classes or counseling offered for parent(s)/guardian(s) shall address the following topics:

1. The dangers of gang membership.
2. The nature of local gang apparel and graffiti.
3. Ways to deal effectively with one's children.
4. Warning signs that may indicate that children are at risk of becoming involved with gangs.

Community programs offered for staff, parent(s)/guardian(s), churches, city officials, business leaders and the media shall address:

1. The scope and nature of local gang problems.
2. Ways that each segment of the community can help to alleviate these problems.

Intervention Measures

Staff shall make every effort to assimilate gang-oriented students into the academic, extracurricular, and social mainstream and into work experience programs. To this end:

1. Staff members shall be provided with the names of known gang members.
2. Insofar as possible, classroom teachers shall assign individual gang-oriented students to cooperative learning groups in which they may work toward common goals with students who are not members of their gang.
3. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person.

The Board prohibits any District student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building, or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the Westwood Community School District schools, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity and hereby adopts a “zero tolerance” of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act and to initiate or recommend the most serious disciplinary action available under the law for such threats or acts.

Staff members and students shall be responsible for informing the Superintendent regarding any information or knowledge they may have relevant to a possible or actual threat or act. Failure to bring forward information or knowledge relative to a possible or actual threat or act shall result in disciplinary consequences for students up to and including permanent expulsion and for staff members up to and including discharge.

When the Superintendent has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The Superintendent shall immediately suspend the student.
2. The Superintendent shall promptly report the incident to the Board President.
3. Based upon further investigation, the Superintendent will determine whether the student shall be reported to law enforcement officials.

The Superintendent, based upon further investigation, shall recommend expulsion, if appropriate, of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Approved: June 17, 2010

LEGAL REF: MCL 380.1308; Statewide School Safety Information Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Notification

Notice of this policy will be circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent and/or designee is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal and/or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide the opportunity to parents/guardians to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

“Staff” includes all school employees and Board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as Harassment, see policy 8018; Hazing, see Policy 8270.

Approved: May 17, 2012

Revised: May 17, 2012

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

Hazing Prohibited

The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents.⁶

Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State law.

This policy shall be included in all student handbooks of the District and shall be disseminated to the public in a manner to be determined by the Superintendent.

Approved: June 17, 2010

LEGAL REF: MCL 750.411t (PA 11 of 2004, AKA “Garret’s Law”)

⁶ As defined in MCL 750.411t, “hazing” means “an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organizations. Further, the term “organization” means “a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.”

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices shall not be used during instructional time or in the passing time between classes unless there is a bona fide health or safety emergency.⁷

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce this policy at the building level.

Approved: June 17, 2010

LEGAL REF: MCL 380.1303 (PA 132 of 2003)

⁷ THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976; MCL 380.1303 (PA 132 of 2003)

Pocket pager, electronic communication device, or other personal communication device; applicability of subsection (1). Sec. 1303. (1) Until the end of the 2003-2004 school year, unless the Board or Board of directors adopts its own local policy to the contrary, the Board of a school District or Board of directors of a public school academy shall not permit any pupil to carry a pocket pager, electronic communication device, or other personal communication device in school except for health or other unusual reasons approved by the Board or Board of directors. A Board or Board of directors may develop penalties that it considers appropriate for a pupil who violates this prohibition or its own policy.

(2) Beginning with the 2004-2005 school year, subsection (1) does not apply and the Board of a school District or Board of directors of a public school academy may adopt and implement its own local policy concerning whether or not a pupil may carry a pocket pager, electronic communication device, or other personal communication device in school.

History: Add. 1988, Act 215, Imd. Eff. July 1, 1988;—Am. 1995, Act 289, Eff. July 1, 1996;—Am. 2003, Act 132, Imd. Eff. Aug. 1, 2003.

While certain electronic communications devices are allowed in school, the following regulations apply:

- "Walkie Talkies," either long or short range, portable CB radios, portable "HAM" radios, portable scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be allowed in any circumstance unless specific permission for possession or use of the device has been granted by the building Principal.
- Cellular telephones, pagers/beepers shall be turned off during instructional or class time, during passing times between classes, and at any school-sponsored events during school hours. Devices may not be visible.
- Devices operated in violation of this rule shall be confiscated, and not returned until, where appropriate, parent(s)/guardian(s) conference has been held. Administrator may use their discretion as to the return of the phones and when conference will take place.
- Students found to be using any electronic communications or recording device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent/guardian conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless there is a documented personal health need. Students who violate the provision of these rules are subject to disciplinary action under the Student Code of Conduct including confiscation of the device pending parent(s)/guardian(s) conference, detention, suspension, or expulsion. Where appropriate, police authorities may be contacted.

Sexting/Texting

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies.

The following definitions shall be used for this policy:

- “Access information” means user name, password, login information, or other security information that protects access to a personal internet account.
- “Personal internet account” means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device in view, create, utilize or edit the user’s account information, profile, display, communications, or stored data.

The District will not:

- Request a student or prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account; or
- Expel, discipline, fail to admit, or otherwise penalize a student or prospective student for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account.

The District may request or require a student to disclose access information to gain access in or operate: (1) an electronic communications device paid for in whole or in part by the District, (2) or an account or service provided by the District that is either obtained by virtue of the student’s admission to the educational institution or used by the student for educational purposes.

The District may also view, access or utilize information about a student or applicant that can be obtained without any required access information or that is available in the public domain.

Approved: June 26, 2014

LEGAL REF: Michigan Internet Privacy Information Act, PA 478 of 2012 MCL 37.271
et eq.

The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: deny participation in special school activities; before or after school detention; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider an effective parental/guardian communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government.

All employees are responsible for the regulation of student conduct.

**STUDENT CODE OF CONDUCT AND
DISCIPLINE**

PHILOSOPHY ON DISCIPLINE: The primary belief of the Westwood Community School District is to assist each student to develop into a responsible, self-controlled individual and to interact in a socially acceptable manner. One important aspect of this growing process is to behave in a manner that does not threaten, interfere with, or deprive other students of their rights to an education. Thus, actions which violate school rules and regulations, whether it be fellow students, teachers, school employees, or administrators, is forbidden.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The disciplines for violating some prohibited acts range from suspension to expulsion. For violations of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, the particular facts involved, and all other circumstances deemed relevant.

In accordance with the board's authority under law, a student violating any of the prohibited acts listed below shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

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

1. Engages in a prohibited act on school property including an area up to 1,000 feet surrounding school property if the prohibited act involves a "firearm" or "other destructive devise" as defined by the Gun Free Schools Act of 1994;

2. Engages in a prohibited act in a motor vehicle being used for a school business related purpose;
3. Engages in a prohibited act at a school-related activity, function, or event;
4. Engages in a prohibited act en route to or from school;
5. Engages in a prohibited act involving another student who is en route to or from school;
6. Engages in a prohibited act which has its inception in school; is school connected; or adversely affects, interferes with, or endangers the good order of the school system, the proper functioning of the educational process or the health or safety of students.

PURPOSES:

The purposes of this Code of Conduct are:

1. To provide a pleasant, orderly, and safe school climate to learn.
2. To help students learn what behavior and responsibilities are expected of them.
3. To prevent actions or activities interfering with the school program and/or prohibited by law.
4. To help students progress from the need for external control to self-discipline.
5. To provide for student rights and due process.

Age of Majority Clause: There is to be one set of rules for all students regardless of age. Therefore, this code shall be mandatory and enforced uniformly during school hours and at school events.

Student Responsibilities: Students of Westwood Community School District are expected to fulfill the following responsibilities:

A. Participation: The responsibility of becoming totally committed to the serious business of learning.

1. Report to all scheduled classes, on time, every day.
2. Pay attention to instruction.
3. Complete all assignments to the student's best ability and request help when needed.

B. Behavior: The responsibility of avoiding any act that is educationally detrimental, disruptive, inappropriate, or destructive.

1. Cooperate in maintaining orderliness in the school or in the classroom.
2. Take reasonable care of books, equipment, and other school property.
3. Make positive contributions to a healthy school climate.
4. Refrain from engaging in activities that violate the provisions of this Code of Conduct.

C. Respect for Teachers: The responsibility of acknowledging the authority of school personnel.

1. Comply with all reasonable requests.
2. Use only acceptable and courteous language.
3. Avoid actions that show contempt or disrespect.

D. Respect for Peers: The responsibility of acknowledging the rights and human dignity of fellow students.

1. Refrain from name calling, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.
2. Show concern for and encourage achievement in others.

E. Classroom Expectations: Students are expected to adhere to the classroom rules developed by their teachers. The office will become involved in situations when the teacher deems appropriate.

STUDENT CODE OF CONDUCT AND DISCIPLINE DEFINITIONS OF DISCIPLINE

A. ADMINISTRATIVE INTERVENTION:

Disciplinary action which does not result in a student being suspended from school. For example, administrative intervention includes such disciplinary measures as; the removal of a student from a class period, in-school suspension; a reprimand, detention and/or work assignment before or after school; additional classroom assignments; revocation of the privilege of attending non-classroom school functions, activities, events, etc.

1. In-School Suspension: In-school suspension may be applied to minor offenses. If a student is assigned to the in-school suspension room, he/she is expected to adhere to the procedures established by the in-school suspension monitor, and bring books and materials to ensure that they keep pace with classes. Students who experience behavioral or attendance problems during the time that he/she is assigned to the in-school suspension room will be suspended out-of-school.

2. Detention: Students may be required to remain after school for inappropriate behavior. Students are responsible for informing their parents of the detention period and are required to remain at school for the entire detention served. A student refusing to serve a detention will be suspended from school or will be suspended from class until the detention is served. Detention time can be used for study or work around the building. The student will be supervised by a staff member.

B. SUSPENSION OF TEN (10) DAYS OR LESS

As provided by law, a teacher is authorized to suspend a student from a class, subject, or activity for up to one full school day, if the teacher has good reason to believe that a student's conduct in a class, subject or activity constitutes conduct for which the student may be suspended from a class, subject or activity according to the local policy

specifying the types of conduct for which a student may be suspended from a class, subject or activity adopted by the board of education and included in the school district's code of student conduct. During a suspension under this policy, a student shall not be returned to the class, subject, or activity from which the student was suspended on that school day without the concurrence of the teacher of the class, subject, or activity and the school principal.

A teacher who suspends a student from a class, subject or activity under the provisions of this policy shall immediately report the suspension and their reason for this suspension to the school principal and send the student to the school principal or the school principal's designee for appropriate action. If that action requires the continued presence of the student at school, the student shall be under appropriate supervision. As soon as possible after a suspension under this policy, the teacher shall ask the parent or guardian of the student to attend a parent teacher conference regarding the suspension. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

The policy shall not diminish the due process rights under state or federal law of a pupil who has been determined to be eligible for special education programs and services.

C. SUSPENSION IN EXCESS OF TEN (10) DAYS

A temporary separation in excess of ten (10) days from school, activities, functions, and events. While on suspension, the student may not be on school district property or in a school district building. A suspended student will be required to attend a conference with his/her parent/guardian and the appropriate administrator before being

reinstated. While on suspension, the student may request homework assignments. However, those assignments are not graded.

D. EXPULSION

A permanent separation from the Westwood Community School District. The Board of Education may expel students from the Westwood Community School District for gross misdemeanor, persistent disobedience, for having habits detrimental to the school, possession of or use of alcohol or drugs, possession of firearms or other dangerous weapons, arson, or rape upon the recommendation of the principal and concurrence of the superintendent.

E. ASSAULT FIGHTING AND/OR BATTERY ON ANOTHER PERSON

ZERO TOLERANCE FOR FIGHTING:

Fighting is a serious disruption to the learning process and will not be tolerated. The penalties that will result from progressive fighting problems are:

Primary Grades (K-2)	First Fight – 1 days suspension Second Fight – 3 day suspension Third Fight – 5 day suspension Fourth Fight – 10 day suspension
Intermediate Grades (Grades 3-6)	First Fight – 3 day suspension Second Fight – 5 days suspension/mandatory appointment with Superintendent or designee and parent guardian and student Third Fight – 10 day suspension/Board Hearing
Junior High Level	First Fight – 5 day suspension Second Fight – 7 day suspension/mandatory appointment with Superintendent or designee and parent or guardian and student. Third Fight – Board Hearing for Expulsion.
High School Level	First Fight – 10 day

	suspension/mandatory appointment with Superintendent or designee and parent or guardian and student. Second Fight – Hearing for Expulsion
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Violations are accumulative within grades seven and eight. Violations are accumulative within grades nine through twelve.

All students, grades 9-12, involved in a physical altercation on school grounds are required to schedule an appointment with the Dearborn Heights Police Juvenile Bureau the following business day and appear with their parents at the appointed time. The officers may then write their report and advise those involved of the required procedure in order for the student to be eligible for re-admittance.

F. ASSAULT

1. Physical Assaults by Students Against School Personnel

A student enrolled in grade 6 or above who commits a physical assault at school against a school district employee or against a person engaged as a volunteer or contractor by the school district shall be permanently expelled from the school district by the board of education as required by law. All reporting and referral requirements with respect to the physical assault shall be met as prescribed by law. The expelled student's parent or legal guardian or the expelled student, if at least age 18 or an emancipated minor, may initiate a petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion, but the expelled student shall not be reinstated before the expiration of 180 school days after the date of expulsion. A Petition for Reinstatement shall be processed as prescribed by law. "Physical assault" as defined by law and used herein means intentionally causing or attempting to cause physical harm to another through force or violence. "At school" as defined by law and used herein means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it has been held on school premises. This policy shall not diminish the due process rights under federal or

state law of a pupil who has been determined to be eligible for special education programs and services.

2. Verbal Assaults by Students Against School Personnel

A student enrolled in grade 6 or above who commits a verbal assault at school against a school district employee or a person engaged as a volunteer or contractor by the school district or who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event shall be expelled from the school district for up to 180 school days as required by law. A "verbal assault" is defined for the application of this policy as an oral or written statement, a communicative act, gesture, or other communication made by a student to another person threatening to inflict bodily harm or injury upon any person who is a school district employee or person engaged as a volunteer or contractor by the school district under circumstances which create a reasonable apprehension or fear of imminent bodily harm or injury in the mind of the person being threatened and where there is an apparent ability to inflict the bodily harm or injury threatened. "At school" as defined by law and used herein means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it has been held on school premises. All reporting and referral requirements shall be met as prescribed by law. This policy shall not diminish the due process rights under state or federal law of a pupil who has been determined to be eligible for special education programs and services.

3. Physical Assaults by Students Against Other Students

A student enrolled in grade 6 or above who commits a physical assault at school against another student shall be expelled from the school district for up to 180 school days. "Physical assault" as defined by law and used herein means intentionally causing or attempting to cause physical harm to another through force or violence. "At school" as defined by law and used herein means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or

event whether or not it is held on school premises. All reporting and referral requirements shall be met as prescribed by law. This policy shall not diminish the due process rights under state or federal law of a pupil who has been determined to be eligible for special education programs and services.

PROHIBITED ACTS:

The following rules are not to be construed as an all inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of the school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health or safety of students. The Code of Conduct is enforced during the school day and at all school sponsored activities, functions, and events.

1. ARSON: A student shall not commit arson in a school building or on school grounds. Arson means a felony violation of Chapter 10 of the Michigan Penal Code, Act No. 328 of the Public Acts of 1931, being 750.71 to 750.80 of the Michigan Compiled Laws.
2. ASSAULT FIGHTING AND/OR BATTERY ON ANOTHER PERSON: See Section E, Assault, Fighting and/or Battery.
3. COPYRIGHTED MATERIAL: A student shall not unlawfully duplicate, reproduce, retain, or unlawfully use copyrighted material.
4. BULLYING: The repeated intimidation of others by real or threatened inflicting of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.
5. CRIMINAL ACTS: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.
6. CRIMINAL SEXUAL CONDUCT: A student shall not commit criminal sexual conduct in a school building or on school grounds. Criminal sexual conduct means a violation of 520b, 520c, 520d, or 520g of Act No. 328 of the

Public Acts of 1931, being 750.520b, 750.520c, 750.520d, 750.530e, and 750.520g of the Michigan Compiled Laws.

7. DAMAGE THEFT OR UNAUTHORIZED POSSESSION OF PROPERTY: A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

8. DISCRIMINATORY HARASSMENT: A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct, relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.)

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

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

(A) Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;

(B) Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;

(C) Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class activity, meeting, or assembly;

(D) Instigating or participating in a disturbance, or causing a disturbance which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school-sponsored activity.

10. DRESS: A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. (See Student Dress Policy 5132)

11. EXTORTION OR COERCION: A student shall not obtain money or property from an unwilling person or force an individual to act by either physical force or intimidation.

12. FAILURE TO COMPLY WITH DIRECTION OF SCHOOL PERSONNEL: A student shall not be subordinate to fail to comply with instructions and directions of district employees (including substitutes and students), volunteers, or persons acting in a chaperone or supervisory capacity.

13. FAILURE TO REPORT TO DETENTION: A student who fails to report to detention will be suspended.

14. FALSE ALARMS: A student shall not activate fire alarm systems and/or report a fire or bomb when none exists.

15. FALSE ALLEGATIONS: A student shall not libel, slander, or make false allegations against another student, district employee (including substitute and student teachers), Board of Education member or volunteer.

16. FIREWORKS OR EXPLOSIVES: A student shall not possess, use or threaten to use any substances or prepared chemicals on school property that explode or cause explosion and/or capable of inflicting bodily injury.

17. FORGERY: A student shall not falsely use, in writing, the name of another person or falsify times, dates, grades, addresses, or other data.

18. GAMBLING: A student shall not participate in games of chance or skill to win money or property from another.

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

The term "gang" means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of this code of conduct, district rules or policies, or whose purpose or activities cause disruption, or is likely to cause disruption to the educational process.

20. HAZING: Any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, 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.

21. IMPROPER USE OF TECHNOLOGY: A student shall not violate the "acceptable practices" student contract for the use of computers, electronic information resources, or other technologies, (e.g., use of the Internet, use of

networks operated by the school district, etc.), nor shall the student violate the verbal or written directions of school district personnel regarding the acceptable use of computers and other technologies.

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

23. LASER POINTERS: A student shall not possess or use a laser pointer in the classroom, the school building, on school grounds, or at school functions.

24. OBSCENE AND PROFANE LANGUAGE: A student shall not use vulgar words or phrases which are offensive and socially unacceptable in the school environment. This would include name calling, derogatory statements, obscene gestures, racial or ethnic slurs.

25. POCKET PAGER/TELEPHONE: A student shall not possess, handle or transmit a pocket pager, telephone or other electronic communication device within a school building except for health or other unusual reasons approved by a building administrator.

26. POSSESSION OR USE OF ALCOHOL OR DRUGS: A student shall not use, possess illegal drugs, materials, substances or alcoholic beverages on school property or at school functions, including bringing such items into the school for another person, having such items on one's person, or placing them in a locker or hiding place.

27. SALE OF DRUGS OR ALCOHOL: A student shall not traffic or sell illegal drugs, materials, substances, or alcoholic beverages on school property or at school functions.

28. REPEATED MISCONDUCT: A student shall not frequently or consistently break the same rule(s). This includes: (a) persistent disobedience, (b) school and classroom disruptions, and (c) excessive referrals.

29. SCHOLASTIC DISHONESTY: A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea, and/or thought of another and represent it as one's own original work.

30. SMOKING: A student shall not have lighted tobacco or tobacco products in one's possession.

31. SNOWBALLING: A student shall not throw snowballs at students, school personnel, passing cars, or school property and buildings.

32. SUSPENDED STUDENT ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES: A student, while on suspension, shall not enter onto district property without the permission of the building administrator.

32. THREATS AND INTIMIDATION OF WITNESSES: A student shall not coerce, intimidate, or threaten any person who is participating in an investigation of disciplinary proceedings conducted under the Student Code of Conduct, nor shall a student take any action which is designed to coerce, intimidate, or threaten the person.

33. TRESPASSING/LOITERING: A student shall not be on school property or in a school building except to participate in the educational process of the district, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

34. TRUANCY: A student shall not willfully be absent from school and/or not attending class(es) without permission from the teacher or

administration. This includes, violation of the "closed campus" rule, skipping assemblies, home room, fire drills, leaving the classroom without permission, etc.

35. UNAUTHORIZED USE OF SCHOOL EQUIPMENT: A student shall not use school equipment (e.g., fax machines, copiers, computer equipment, laboratory equipment, athletic supplies, etc.) In any unauthorized, dangerous, or illegal fashion.

36. WEAPONS: A student shall not carry and/or possess firearms and/or other dangerous weapons, including, but not limited to a pistol or other firearm, dagger, dirk, razor, stiletto or knife having a blade over three (3) inches in length, or any other dangerous or deadly weapon or instrument.

MISCELLANEOUS PROVISIONS

A. Voluntary Agreements of Discipline

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

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

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

C. Disabled/Handicapped Students

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

The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: deny participation in special school activities; before or after school detention; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider an effective parental/guardian communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government.

All employees are responsible for the regulation of student conduct.

Approved: June 17, 2010

LEGAL REF: MCL 380.1295; 380.1311; 380.1312

Corporal Punishment

The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in student discipline.

No employee, volunteer, or contractor of the District shall inflict physical pain by hitting, paddling or spanking, or cause to be inflicted, corporal punishment upon a student. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

Physical force upon a student may be necessary to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of District functions within a school or school related activity if that student has refused to comply with a request to refrain from further disruptive acts; for self defense or the defense of another; to prevent a student from inflicting harm on him/herself; to quell a disturbance that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object; and to protect property.

Employees should not find it necessary to resort to physical force, violence or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school through established suspension or expulsion procedures.

Assaults Committed Against School PersonnelPhysical Assaults

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B)⁸, against a District employee or against a person engaged as a volunteer or contractor for the District, on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Threats of Assault Committed by Students

Any student in grade 6 or above who commits a verbal, written or electronically transmitted threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District shall be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “threat of assault” shall be defined as any willful verbal, written, or electronically transmitted threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assaults Committed Against Other Students

The Board shall suspend or expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310(3) (b), against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the suspension or expulsion period on a case-by-case basis.

⁸ MCL 380.1311a(12)(B) and MCL 380.1310(3)(B) define “Physical Assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Reinstatement

The parent(s)/guardian(s) of a permanently expelled student, or an emancipated permanently expelled student may petition a Board committee for reinstatement. The Board committee shall provide all due process rights to reinstatement as outlined in state law.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop specific procedures for dealing with suspensions or expulsions authorized by this policy. Regulations ensuring due process to all students before a long-term (10 days or more) suspension or expulsion is imposed shall be developed with the advice of the District's attorney.

The regulations shall include procedures for reporting violations of this policy to the Board, procedures for referring permanently expelled students to Department of Human Services or County Community Health Agencies and specifics for the reinstatement of students.

Approved: June 17, 2010
LEGAL REF: MCL 380.1310; 380.1311a

The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only - see "Suspensions by Teachers"; "Class, Subject or Activity Suspensions") or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

Suspensions

The Board authorizes the Superintendent to suspend or expel a student for up to 180 school days without Board action or approval. A suspension may be for a short-term not exceeding ten school days, or for a longer term, exceeding ten school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

Suspensions by Teachers

Class, Subject or Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from or participate in after school extracurricular activities until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall not be permitted during the term of the suspension to attend other classes in the school building.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten days or more.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/She shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

Expulsion

No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

Appeals

The student and parent(s)/guardian(s) may appeal to the expulsion/reinstatement committee a long-term suspension ordered by the Superintendent or a building level administrator.

Written Notices

All required written notices may be mailed to the residence of the parent(s)/guardian(s) at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.

Approved: June 17, 2010

LEGAL REF: MCL 380.1204a; 380.1309; 380.1311, OAG, 1985-1986, No 6271, p 13
(February 7, 1985); 20 USCA § 7151 (No Child Left Behind Act)

Any Short Term Suspension - Teachers or Administrators

No short-term suspension by any school employee shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing, meaning, at minimum, the opportunity to reply to the charge. The notice may be oral or written and the hearing may be held immediately. The hearing may be conducted informally but shall include the following procedural due process requirements:

- (a) The rights of the student to be present at the hearing,
- (b) The right of the student to be informed of the charges,
- (c) The right of the student to be informed of the basis for the accusation, and
- (d) The right of the student to make statements in defense of the charges or accusations.

A written notice of any short-term suspension and the reasons for the suspension shall be given to the student involved and to the parent(s)/guardian(s) of the student within 24 hours after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon as practicable but in no event later than 72 hours after such short-term suspension has been imposed.

Long Term Suspension

A "long term suspension" is defined as any suspension longer than ten instructional days up to and including 180 days of instruction (a full school year.) A written notice of any proposal for a long-term suspension and the charges upon which the suspension is based shall be given to the student proposed for suspension and to the parent(s)/guardian(s).

Any notice of a proposal to suspend for a long-term shall state the time, date and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be

held no later than 10 school days after the date of the notice. A copy of this policy and administrative procedures shall accompany the notice.

Upon the conclusion of any formal hearing, which results in a long-term suspension, the person or committee who conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be directed to the Board and shall be open to the inspection of the student who is suspended, and if the student has not attained 18 years of age, to the parent(s)/guardian(s) and counsel or other advisor of the student.

Whenever any formal hearing results in a long-term suspension, the person or committee conducting the hearing may make a recommendation that the student return to regular classes pending any appeal or during the period allowed for notice of appeal. However, it should reasonably be anticipated that the student not continue to cause repeated material disorder, disruption or interference with the operation of the school or substantial and material impingement upon or invasion of the rights of others.

Whenever the person or committee conducting a hearing fails to make a recommendation for the return of the student to regular classes, the report of the hearing shall provide that the suspension shall continue until appeal is determined or until the period of suspension has expired, whichever is sooner.

Expulsion

"Expulsion" means a permanent and complete severance of the relationship between the student and the District. While the word "expulsion" or "expel" may appear, at times, in State of Michigan law or rules that refer to a period less than a permanent and complete severance of the District/student relationship, the term, for the purposes of this District, shall mean a permanent severance.

A written notice of any proposal to expel permanently, and the charges upon which the permanent expulsion is based, shall be given to the student and the student's parent(s)/guardian(s). The notice of the proposal to permanently expel shall state the time,

date and place that the student will be afforded an opportunity for a formal hearing before the Board. It shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice.

The hearing before the Board shall not be held later than 10 school days after the date of the notice.

Upon any conclusion, which results in a recommendation to the Board for permanent expulsion, the Superintendent shall submit a written report detailing the reason(s) for the recommendation to the Board. The report shall be open to the inspection of the student who is being recommended for permanent expulsion, and if the student has not attained 18 years of age, to the student's parent(s)/guardian(s) and counsel or other advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parent(s)/guardian(s) and counsel or other advisor of the student only upon written consent of the student.

At the permanent expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Written Notice

Written notice of the result of any hearing resulting in a long-term suspension or in a permanent expulsion shall be given to the student and to his/her parent(s)/ guardian(s) within 24 hours after the determination.

Formal Hearing Procedure: Suspension and Expulsion

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

- The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select,
- The right of the student's parent(s)/guardian(s) to be present at the hearing,
- The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student,
- The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing,
- The right of the student to present his/her own witnesses,
- The right of the student to testify in his/her own behalf and give reasons for his/her conduct,
- The right of the student to have an orderly hearing, and
- The right of the student to a fair and impartial decision based on substantial evidence.

In these procedures, counsel means any person a student selects to represent and advise him/her at all proceedings conducted according to these procedures.

Appeals to the Board

Any student who has been suspended for a long-term may appeal the long-term suspension to the Board by filing a written notice of the appeal with the Board Secretary no later than 10 calendar days after receiving written notice.

Any appeal shall be heard by the Board, a Board committee, or hearing officer appointed by the Board not later than 20 calendar days after the notice of appeal is filed.

The student and his/her parent(s)/guardian(s) shall be notified in writing of the time and place of the appeal hearing at least five days prior to the appeal hearing. The appeal hearing shall be conducted in accordance with the procedures stated above.

Formal Hearing Procedures

Mechanical or electronic recording may be used to make a record of the appeal hearing in all long-term suspension or permanent expulsion cases, and the costs shall be borne equally by the District and the student/parent(s)/guardian(s).

The Board shall render its decision on any appeal within five calendar days after the conclusion of the appeal hearing.

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parent(s)/guardian(s) shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the Board permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are:

- Hardship circumstances,
- Vocational opportunities,
- Enlistment in the military occupations,
- Pursuit of a continuous specialized education objective, and/or
- College entrance.

The student, parent(s)/guardian(s) of the student must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the Board are to be submitted to the Superintendent no later than six months prior to the anticipated completion of the required high school program.

The student must reasonably be expected to complete all state and local graduation requirements of subjects and credit units or their accepted equivalents satisfactorily in order for consideration to be given to any request.

Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

Approved: June 17, 2010

The Board and Superintendent will endeavor to provide a suitable environment conducive to the general health, safety, and welfare of each student in school attendance and at school-sponsored activities. The Superintendent shall promulgate appropriate administrative rules, known, generally, as the “Student Code of Conduct” in order to implement this policy.

Approved: June 17, 2010
LEGAL REF: MCL 333.26301-26306

The Superintendent and his/her staff shall develop and enforce the necessary rules and regulations relating to student welfare.

The building Principal, in cooperation with the District nurse and building custodian, will periodically inspect areas of the school building and ground, for potential health and safety hazards; and, if found, such hazards are to be reported to the Superintendent immediately or as provided herein.

Every building Principal shall have the authority to correct any health or safety hazard without consulting with the Superintendent if no costs are involved.

If the building Principal determines that the costs of correcting a potential or real health or safety hazard exceed his/her allocated funds for building maintenance or that his/her custodial staff or school nurse does not have the equipment to correct the hazard, the Principal shall requisition from the Superintendent the necessary funds or personnel to correct the situation.

The Westwood Community School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement and hereby adopts this Student Wellness Policy.⁹

Nutrition Education

Every year, all students, Pre - K-12, shall receive nutrition education that is aligned with the *Michigan Health Education Content Standards and Benchmarks*.¹⁰ Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have the appropriate training.

Nutrition Standards

The District shall ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations.¹¹ The District shall encourage students to make nutritious food choices.

The District shall monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs. The District shall consider nutrient density¹² and portion size before permitting food and beverages to be sold or served to students.

⁹ (MASB Note: This local Student Wellness Policy, was adopted, unanimously, by the Michigan State Board of Education on Monday, October 10, 2005. It is the product of a collaborative effort between the Michigan Department of Education and MASB as reviewed and finalized by a panel of health, nutrition, and physical education specialists from across the State. It is a MODEL, and is not MANDATED, so local districts are free to modify it some based on local needs and circumstances – particularly the administrative rules. We urge, however, that local boards give serious consideration to adoption of the POLICY itself as it is written, and allow, then, the administration to modify the administrative rules to meet local needs and expectations.)

¹⁰ Michigan Department of Education Health Education Content Standards and Benchmarks, July 1998.

http://www.michigan.gov/documents/Health_Standards_15052_7.pdf.

¹¹ Title 7—United States Department of Agriculture, Chapter ii - Food and Nutrition Service, Department of Agriculture, Part 210 - National School Lunch Program.

http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr210_04.html

¹² Nutrient dense foods are those that provide substantial amounts of vitamins and minerals and relatively fewer calories. Foods that are low in nutrient density are foods that supply calories but relatively small amounts of micronutrients (sometimes not at all).

http://www.health.gov/dietaryguidelines/dga2005/report/HTML/G1_Glossary.htm

The Superintendent shall continually evaluate vending policies and contracts. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Physical Education and Physical Activity Opportunities

The District shall offer physical education opportunities that include the components of a quality physical education program.¹³ Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall be aligned with the *Michigan Physical Education Content Standards and Benchmarks*.¹⁴

Every year all students, Pre-K-12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student-Wellness

The District may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

Implementation and Measurement

The Superintendent shall implement this policy and measure how well it is being managed, and enforced. The Superintendent shall develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), school nurses, parents/guardians, students, representatives of the school food service program, the Board of Education, school administrators, and the public shall be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy.

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¹³ Offering physical activity opportunities is required by federal law (Section 204 of Public Law 108-265). Physical education, while recommended, is not required.

¹⁴ Michigan Department of Education Physical Education Content Standards and Benchmarks, July 1998. http://222.michigan.gov/documents/Physical_Education_Content_Standards_42242_7.pdf

The Superintendent shall report to the Board, as requested, on the District's programs and efforts to meet the purpose and intent of this policy.

Approved: June 17, 2010

LEGAL REF: Section 204 of Public Law 108-265 (Child Nutrition and WIC Reauthorization Act of 2004) (Approved by the Michigan State Board of Education, October 10, 2005.)

Administrative Rules regarding Westwood Community School District Student Wellness Policy

In order to enact and enforce Westwood Community School District Student Wellness Policy, the Superintendent and administrative team, with input from teachers (including specialists in health and physical education), parents/guardians, students, representatives of the school food service program, the school board, school administrators, and the public, have developed these administrative rules.

To assist in the creation of a healthy school environment, the District shall establish a Coordinated School Health Team¹⁵ that will provide an ongoing review and evaluation of the Westwood Community School District Student Wellness Policy and these administrative rules.¹⁶

The Superintendent shall appoint a member of the administrative staff of the District to organize the Coordinated School Health Team and invite appropriate District stakeholders to become members of the Coordinated School Health Team. A Coordinated School Health Team may include representatives from the following areas:

- Administration,
- Counseling/psychological/and social services,
- Food services,
- Health education,
- Health services,
- Parent/Guardian, student and community (including health care providers, hospital and public health department staff, non-profit health organizations, physical activity groups, community youth organizations, and university or other governmental agencies),

¹⁵ Centers for Disease Control's Coordinated School health web site: <http://www.cdc.gov/HealthyYouth/CSHP/index.htm>.

¹⁶ State of Michigan's State Board of Education's Policy on Coordinated School Health Programs To Support Academic Achievement and Healthy Schools: http://www.michigan.gov/documents/CSHP_Policy_77375_7.pdf

- Physical education.

Staff shall be reminded that healthy students come in all shapes and sizes. Students should receive consistent messages and support for:

- Self respect;
- Respect for others;
- Healthy eating; and
- Physical activity.¹⁷

These rules are subject to ongoing administrative review and modification as necessary to help assure compliance with the purpose and intent of Westwood Community School District Student Wellness Policy. Any District stakeholder wishing to express a viewpoint, opinion, or complaint regarding these rules should contact:

Superintendent of Schools
Westwood Community School District
3335 South Beech Daly Road
Dearborn Heights, Michigan 48125
Phone: 313-565-1900
Fax: 313-565-3162

Students, staff, and community will be informed about the Student Wellness Policy annually.

Nutrition Education

Nutrition education, a component of comprehensive health education,¹⁸ shall be offered every year to all students of the District. The District may offer age appropriate nutrition education classes. In addition, nutrition education topics shall be integrated into the entire curriculum when appropriate.

¹⁷ The Role of Michigan Schools in Promoting Healthy Weight. 2001
<http://www.emc.cmich.edu/pdfs/Healthy%20Weight.pdf>

¹⁸ The Michigan Model for Comprehensive School Health Education is a planned, sequential, K-12 curriculum that addresses the physical, mental, emotional and social dimensions of health
<http://www.emc.cmich.edu/cshp/healthed.htm>

The District shall implement a quality nutrition education program that addresses the following:

Curriculum:¹⁹

- Has a curriculum aligned with the Michigan Health Education Content Standards and Benchmarks.²⁰
- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.²¹

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in making healthy nutrition choices.
- Engages students in learning that prepares them to choose a healthy diet.
- Includes students of all abilities.
- Is taught by "highly qualified teachers of health education."²²

Opportunity to Learn:

- Includes students of all abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

Nutrition education should also be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings on the District website, community and student oriented presentations or other communications focused on promoting proper nutrition and healthy lifestyles.

¹⁹ Michigan Model for Comprehensive School Health Education nutrition lessons meet this administrative rule:
<http://www.emc.cmich.edu/Health/Maps/nutrition.htm>

²⁰Health Education Content Standards And Benchmarks, Michigan Department of Education, July 1998.
http://www.michigan.gov/documents/Health_Standards_15052_7.pdf

²¹Michigan Model for Comprehensive School Health Education nutrition content map:
<http://www.emc.cmich.edu/Health/Maps/nutrition.htm>

²²Michigan State Board Of Education, Policy On Comprehensive School Health Education, June 2004.
http://www.michigan.gov/documents/Health_Education_Policy_final_94135_7.pdf

Nutrition Standards

The District shall offer school meal programs with menus meeting the meal patterns and nutrition standards established by the United States Department of Agriculture (USDA). The District shall encourage students to make food choices based on the most current Dietary Guidelines for Americans. Food and beverages that compete with the District's policy of promoting a healthy school environment shall be discouraged.

Each school building in the District shall offer and promote the following food and beverages in all venues outside federally regulated child nutrition programs:

- Whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes consistent with the current USDA standards;
- Fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques, and 100 percent fruit or vegetable juice in 12-ounce servings or less;
- Nonfat, low-fat, plain and/or flavored milk and yogurt, nonfat and/or low-fat real cheese, rather than imitation cheese. Offer the following serving sizes: yogurt in eight-ounce servings or less, milk in 16-ounce servings or less, cheese in 1.5-ounce (two-ounce, if processed cheese) servings or less;
- Nuts, nut butters, seeds, trail mix, and/or soybean snacks in one-ounce portions or less²³; portions of three ounces or less of cooked lean meat, poultry, or fish using healthy food preparation techniques; and
- Accompaniments (sauces, dressings, and dips), if offered, in one-ounce servings or less.²⁴

The District shall monitor food service distributors and snack vendors to ensure that they provide predominantly healthy food and beverage choices that comply with this policy's purpose in all venues. (See Appendix A)

²³ The District shall assure that the dietary needs of food-allergic students are taken into consideration in menu planning.

²⁴ State of Michigan's Board Of Education's Policy On Offering Healthy Food And Beverages In Venues Outside Of The Federally Regulated Child Nutrition Programs.

The District shall discourage using food as a reward. Alternatives to using food as a reward are found in appendix B.

The District shall encourage serving healthy food at school parties. Notices shall be sent to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations. (See Appendix C)²⁵

The District shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages. Example: Sales of candy items (candy bars, sugar coated chocolate snacks, or the like) as a school or grade level fundraising project should be replaced with non-food items such as candles, wrapping paper, greeting cards, etc. (See Appendix D)²⁶

Vending sales of soft drink, artificially sweetened drinks, and candy will not be permitted on school grounds prior to the start of the school day and throughout the instructional day, but may be permitted at special events that begin after the conclusion of the instructional day. For suggestions on healthier foods, see Appendix E. For the federal law memorandum stating, “it is not permissible for a school to serve FMNV during a meal service period...” refer to the following link:

<http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2001-01-16.pdf>

²⁵ <http://www.tn.fcs.msue.msu.edu/Stateboardofeducationnutritionpolicy12003.pdf>

²⁶ For healthier fundraisers, page 19 of the Nutrition Tips and Tools document as a guide: <http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

Physical Education and Physical Activity Opportunities

Developmentally appropriate physical education shall be offered every year to all students of the District.²⁷ In addition, physical education topics shall be integrated into the entire curriculum when appropriate.

The District shall implement a quality physical education program that addresses the following:

Curriculum:²⁸

- Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- Has a curriculum aligned with the Michigan Physical Education Content Standards and Benchmarks.²⁹
- Influences personal and social skill development.

Instruction and Assessment:

- Aligns curriculum, instruction, and assessment.
- Builds students' confidence and competence in physical abilities
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Includes students of all abilities.
- Is taught by a certified physical education teacher trained in best practice physical education methods.

- Keeps all students involved in purposeful activity for a majority of the class period

Opportunity to Learn:

- Builds students' confidence and competence in physical abilities.

²⁷ Offering physical activity opportunities is required by federal law (Section 204 of Public Law 108-265). Physical education, while recommended, is not required.

²⁸ The Exemplary Physical Education Curriculum (EPEC) meets this administrative rule: <http://www.michiganfitness.org/EPEC>

²⁹ Physical Education Content Standards and Benchmarks, State Board of Education, July 1998. www.michigan.gov/documents/Physical_Education_Content_Standards_42242_7.pdf

- Has a teacher to student ratio consistent with those of other subject areas and/or classrooms.
- Has enough functional equipment for each student to actively participate.
- Includes students of all abilities.³⁰
- Offers instructional periods totaling 150 minutes per week (elementary) and 225 minutes per week (middle and high school).³¹
- Provides facilities to implement the curriculum for the number of students served.

The District should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff should not withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports. Physical activity opportunities might include: before and after school extracurricular physical activity programs, Safe Routes to School Programs,³² and use of school facilities outside of school hours.

Other School-Based Activities Designed to Promote Student-Wellness

The District shall strive to create a healthy school environment which promotes healthy eating and physical activity.³³ In order to create this environment the following activities shall be implemented:

³⁰ The Exemplary Physical Education Curriculum (EPEC) meets this administrative rule: <http://www.michiganfitness.org/EPEC>

³¹ State Board of Education, Policy on Quality Physical Education. September 2003. www.michigan.gov/documents/HealthPolicyPE_77380_7.pdf

³² Safe Routes to Schools Program Information: www.saferoutesmichigan.org

³³ Michigan's Healthy School Action Tool: <http://mihealthtools.org/schools/>

Dining Environment:

The school District shall provide:

- A clean, safe, enjoyable meal environment for students,
- Enough space and serving areas to ensure all students have access to school meals with minimum wait time,
- Drinking fountains in all schools, so that students can get water at meals and throughout the day,
- Encouragement to maximize student participation in school meal programs, and
- Identity protection of students who eat free and reduced price meals.

Time to Eat:

The school District shall ensure:

- Adequate time for students to enjoy eating healthy foods with friends in schools,
- That lunch time is scheduled as near the middle of the school day as possible, and
- That recess for elementary schools is scheduled before lunch so that children will come to lunch less distracted and ready to eat.³⁴ (See Appendix F)

Food or Physical Activity as a Reward or Punishment:

The school District shall:

- Prohibit the use of food as a reward or punishment in schools, (See Appendix B)
- Not deny student participation in recess or other physical activities as a form of discipline or for classroom make-up time, (See Appendix F)
- Not use physical activity as a punishment, and
- Encourage using physical activity as a reward, such as teacher or principal walking or playing with students at recess. (See Appendix F)

³⁴ A Recess Before Lunch Policy Implementation Guide, Montana Team Nutrition Program, Office of Public Instruction school Nutrition Programs, September 2003. <http://www.opi.state.mt.us/schoolfood/recessBL.html>

Consistent School Activities and Environment

The school District shall

- Have all school buildings complete the Michigan Healthy School Action Tool to ensure that school activities and the environment support health behaviors,³⁵ (See Appendix G)
- Ensure that all school fundraising efforts support healthy eating and physical activity, (See Appendix D)
- Provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education,
- Make efforts to keep school or District-owned physical activity facilities open for use by students outside school hours,
- Encourage parents/guardians, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home,
- Encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas,
- Provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to students and parents/guardians,
- Encourage all students to participate in school meals program, i.e. the National School Lunch, including snacks for After School Program, and School Breakfast programs, and

³⁵ Michigan's Healthy School Action Tool: <http://mihealthtools.org/schools>

- Implement physical activity across the curriculum throughout the school day or in all subject areas, for example, brain breaks³⁶. (See Appendix G)

Implementation and Measurement

All employees of the District are encouraged to be a positive healthy lifestyle role model for students by following, at a minimum, these administrative rules. Students can learn healthy lifestyle habits by observing the food and physical activity patterns of school personnel and other adults who serve as role models in their lives. In order to send consistent messages to students, all adults in the school environment are encouraged to make healthy food choices and engage in physical activity.³⁷ The District shall work through its Coordinated School Health Team and building level staff to find cost effective ways to encourage staff wellness.

Employees choosing to violate or ignore these rules will be subject to possible disciplinary action as determined by the Superintendent of Schools in accordance with applicable collective bargaining agreements.

Appendices:

Appendix A: Healthy Food and Beverages Criteria and Healthy Snack List³⁸

Appendix B: Alternatives to Using Food as a Reward³⁹

Appendix C: Healthy School Parties⁴⁰

Appendix D: Healthy School Fundraisers⁴¹

Appendix E: Serving Healthy Beverages⁴²

Appendix F: Michigan Physical Education and Activity Resources

Appendix G: Healthy School Action Tool Brochure⁴³

³⁶ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

³⁷ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

³⁸ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

³⁹ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

⁴⁰ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

⁴¹ Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

⁴² Tips and Tools to Help Implement Michigan's Healthy Food and Beverage Policy, 2004.
<http://www.tn.fcs.msue.msu.edu/toolkit.pdf>

⁴³ Healthy School Action Tool, <http://www.mihealthtools.org/schools>

Appendix A: Healthy Food and Beverages Criteria and Healthy Snack List

Your Resource to Health Packaged Food and Beverage Products

The two lists below will help schools identify healthy food and beverages that are available from food-service distributors and snack vendors for vending machines, a' la carte, and other venues.

Single – serving-size snacks (except for nuts, seeds, and cheese) should have no more than 6 grams of fat and meet at least two of the following three criteria:

- 1) Contain 300 or fewer calories,
- 2) One or more grams of fiber, or
- 3) At least 10% of Calcium, Iron, Vitamin A or Vitamin C

List 1: Health Snack Options Available through Foodservice Distributors

Contact the Nutrition Resource Center at Gordon Food Services to request the most recent list of healthy packaged food and beverage product options: 1-800-968-4426.

The following professionals may be interested in using this information:

Food Service Operator - One who manages a foodservice program, i.e. a school foodservice Director.

Food Service Distributor – A business that purchases, warehouses and delivers products from many manufacturers. These products are in turn sold and delivered to restaurants, institutions, and schools.

Food Service Broker – A company which represents products from many manufacturers.

Manufacturer Representative – A person who represents products from just one manufacturer.

List 2: Health Snack Options Available through Snack Vendors

Visit www.accesskent.com/snacks for the most recent list of healthy packaged food and beverage product options.

Contact the Kent County Health Department at 616-336-3034 for more information.

The following professionals may be interested in using this information:

School Leader – A person who is working with a vending company and making decisions regarding the snack vending selections.

Vending Operator – A company that services (fills, repairs) vending machines in schools. Because the food industry is constantly providing new products, please determine if a food or beverage meets the criteria by using the Nutrition Facts label on the package.

Appendix B: Alternatives to Using Food as a Reward

At school, home and throughout the community, children are offered food as a reward for “good” behavior. Often these foods have little or no nutritional value but are easy, inexpensive, and can bring about short-term behavior change.

There are many disadvantages to using food as a reward:

- It undermines nutrition education being taught in the school environment.
- It encourages over consumption of foods high in added sugar and fat.
- It teaches children to eat when they’re not hungry as a reward to themselves.

Children learn preferences for foods made available to them, including those that are unhealthy.⁴⁴ Poor food choices and inadequate physical activity contribute to overweight and obesity. Currently, obesity among children, particularly teen-age children, is at epidemic levels and can often lead to serious health problems.⁴⁵

Students Learn what they Live

Students naturally enjoy eating healthy and being physically active. Schools and communities need to provide them with an environment that supports healthy behaviors. Below are some alternatives for students to enjoy instead of being offered food as a reward at school.

⁴⁴ Birch L.L. Development of Feed Preferences. Annu. Rev. Nutr. 1999, 19:41-62.

⁴⁵ Ogden CL, Flegal KM, Carroll MD, and Johnson CL. Prevalence and Trends in Overweight among US Children and Adolescents, 1999-2000. JAMA, October 9, 2002 Vol 288, No. 14.

ZERO-COST ALTERNATIVES

- Sit by Friends
- Read Outdoors
- Have extra Art time
- Have an extra recess
- Read to a younger class
- Make deliveries to the office
- Listen to music while working
- Play a favorite game or puzzle
- Earn play money for privileges
- Walk with a teacher during lunch
- Eat lunch outdoors with the class
- Be a helper in another classroom
- Eat lunch with a teacher or principal
- Dance to favorite music in the classroom
- Get “free choice” time at the end of the day
- Listen with a headset to a book on audiotape
- Have a teacher perform special skills (ie. Sing)
- Give a 5-minute chat break at the end of the day

LOW-COST ALTERNATIVES

- Select a paperback book
- Enter a drawing for donated prizes
- Take a trip to the treasure box (non-food items)
- Get stickers, pencils, and other school supplies
- Receive a video store or movie theatre coupon
- Get a set of flash cards printed from a computer
- Receive a “mystery pack” (notepad, folder, sports cards, etc.)

IDEAS FROM MICHIGAN TEACHERS

GAME DAY: “I have my students earn letters to spell game day... after the letters have been earned, we play reading or phonics-type board games. The kids beg for Game Day”!

FRIDAY FREE TIME: I give my students thirty minutes at the beginning of the week and they can earn or lose free time according to their behavior. I use a timer and turn it on (they can hear it) if they are too loud working, lining up, etc., I add time when their behavior is good. Adding time is the most effective. I save time by not waiting for them to settle down so I don’t feel bad about their free time”.

Adapted from a project funded by Michigan Department of Community Health’s Cardiovascular Health, Nutrition and Physical Activity Section at Lincoln Elementary School in South Haven, Michigan. Lincoln Elementary is a Team Nutrition School. For more information about Team Nutrition, contact Chris Flood at 269-639-0002, or go to: www.tn.fcs.msue.msu.edu

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Used with permission from Michigan Team nutrition, a partnership between the Michigan Department of Education and Michigan State University Extension.

Appendix C: Healthy School Parties

Schools play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is for foods offered in schools to support lessons learned in the classroom regarding nutrition and physical activity. What better venue than schools – which have a great impact on children – to support the message that proper nutrition and physical activity are a key part of a healthy lifestyle? Positive examples of making healthy eating choices and encouraging physical activity should be visible throughout the school. Parties as well as cafeterias, school stores, vending machines, and after-school events offer opportunities for schools to reinforce the message that making healthy food choices and being physically active means a healthier body and a sharper mind.

Snack Ideas for School and Classroom Parties

Of course, the foods offered at school parties should add to the fun, but try to avoid making them the main focus. Remember, schools are responsible for helping students learn lessons about good nutrition and healthy lifestyles and students should practice these lessons during school parties. For example, consider combining student birthday parties into one monthly event that incorporates physical activities as well as healthy snacks. Also, be sure to consider ethnic and medical food restrictions and allergies when providing classroom snacks. Here is a list of healthy snack choices to consider for classroom events. Serving all healthy foods and incorporating physical activities make a powerful statement. Actions speak louder than words: Lead by example.

- Fresh fruit and vegetables
- Buy locally when possible
- Yogurt
- Bagels with low fat cream cheese
- Baby carrots and other vegetables with low fat dip
- Trail mix*
- Nuts and seeds*
- Fig cookies
- Animal crackers
- Baked chips
- Low fat popcorn
- Granola bars*
- Soft pretzels and mustard
- Pizza (no extra cheese and no more than one meat)
- Pudding
- String cheese
- Cereal bar
- Single-serve low fat or fat free milk (regular or flavored)
- 100% fruit juice (small single-serves)
- Bottled water (including flavored water)

**May be allergens and/or a choking risk for some people, please check with a healthcare provider.
Note: See “Recipes” in the Resources by Topic section.*

Appendix D: Healthy School FundraisersSmart Fundraisers for Today's Health Schools

Raising money may present a constant challenge for schools. School fundraisers may help pay for computers, field trips, athletics, music, art, and other programs that educate and enrich young lives – important programs that are not always covered by shrinking school budgets. More than just raising money to pay for valuable programs, a well-run fundraiser can also be an experience that educates, builds self-esteem, provides community service, and promotes school and community spirit.

Fundraising doesn't have to involve selling food items of limited nutritional value, such as candy. Following are web sites and fundraising ideas that offer alternatives to selling candy. When healthy food choices are used as fundraising items, the healthy eating message presented in the schools is reinforced. Some of the ideas even have the added benefit of providing additional physical activity opportunities for students.

Take a look and help your school select a creative fundraising alternative to selling foods of limited nutritional value.

Search the Web

Select a search engine and type in “school fundraisers” to access 112,000+ sites. A few of these sites follow:

www.afrds.org/homeframe.html

Association of Fund-Raising Distributors and Suppliers. Site includes a Toolbox with “Fundraising Fundamentals”, a checklist for evaluating fundraising companies, and a resource on product fundraising issues and trends.

www.PTOtoday.com

Lists fundraising activities by categories, has a “work vs. reward” equation, contains a parent sharing section on “what works, what doesn't and why”.

www.fundraising-ideas.com

Offers a free newsletter with programs, services, and press releases. Links to www.amazon.com with books on fundraising.

Appendix E: Serving Healthy Beverages

Recommendations for Serving Healthy Beverages

The following beverages are recommended:

- Plenty of Water
- 100% juice in 12-ounce servings* or less
- Fat free, low fat, plain and/or flavored milk in 16-ounce servings* or less
- Fruit/Fruit juice smoothies in 16-ounce servings* or less

Choosing your Drinks can be Difficult! Watch out for:

These are not 100% juice!

- Fruit punches
- Fruit drinks
- Juice drinks

*Suggested serving-sizes are based on what is commonly available for use in vending machines. It should be noted that excessive juice consumption may result in an increase in calorie intake and may contribute to the development of unhealthy weight. It should also be noted that 70% of teen boys and 90% of teen girls do not meet daily calcium requirements. Offering fat free or low fat single-serve milk is another opportunity to help teens meet their nutrition needs. (Refer to Healthy Food and Beverages Policy for additional rationale).

Read the Label! To determine if a food or beverage meets the criteria, use the Nutrition Facts label on the package.

Appendix F: Michigan Physical Education and Activity ResourcesCross-Curricular Instruction: Integrating Physical Activity into Classroom Subjects:

Cross-curricular integration of lessons will help students to see connections among the subject areas and provide opportunities for teachers to work together. Below are several ideas for integrating physical movement into various subject areas:

Physical activity guides for elementary classroom teachers that integrate physical movement into classroom subjects; language arts, math, science and social studies.

- Brain Breaks: www.emc.cmich.edu/BrainBreaks
- Energizers: www.ncpe4me.com/energizers.html
- Take Ten: www.take10.net

Michigan Team Nutrition booklist: The list contains short, one-paragraph annotations for over 300 books about food, healthy eating, and physical activity for children in pre-school through third grade. www.tn.fcs.msue.msu.edu/booklist.html

Examples:

- Get Moving: Tips on Exercise, Feeney, Kathy, Bridgestone Books, 2002.
- Let the Games Begin, Ajmera, Maya and Michael J. Regan Charlesbridge, 2000.
- Display poster or banners with physical activity themes:
www.nal.usda.gov/wicworks/Sharing_Center/KYactivitypyramid.pdf

Using Physical Activity to Reward Students

Have an extra recess; Walk with a teacher during lunch; Dance to favorite music in the classroom; Hold Friday Physical Activity Time where students earn extra physical activity time based on their good behaviors during the week; and Challenge another homeroom to a sport or activity.

Ideas for School Parties

Make your party a dance; Modify traditional games for classroom use; Hold contests or relays.

Resources

- All Children Exercising Simultaneously (ACES) day: A one day event where millions of children of all ages exercise at the same time work-wide in a symbolic event of fitness and unity. www.michiganfitness.org
- Hoops for Heart: Engages student in playing basketball while learning the lifelong benefits of physical activity, volunteering, and fundraising. www.americanheart.org
- Jump Rope for Heart: Engages students in jumping rope while learning the lifelong benefits of physical activity, the seriousness of heart disease and stroke, volunteering and fundraising. www.americanheart.org/jump
- National Physical Education & Sport Week: Designated week for encouraging and promoting physical activity. www.aahperd.org/naspe/may
- Walk to School Day/Safe Routes to School: Join in the effort to promote walking to school as a way to provide an opportunity for more physical activity!
www.michiganfitness.org/

Recess before Lunch

Scheduling recess before lunch makes sense! Good nutrition goes hand in hand with improved behavior and learning. Recess before Lunch gives students the opportunity to excel in both.

Find everything you need to establish a recess before lunch program including, how to implement, resources and supporting information, and educational and marketing materials. www.opi.state.mt.us/schoolfood/index.html

Appendix G: Healthy School Action Tool Brochure

HSAT Module Topics

The HSAT (assessment and action plan) helps school to assess and take positive action in these eight areas of their school health environment:

1. School Health Policies & Environment
2. Health Education
3. Physical Education & Other Physical Activity Programs
4. Nutrition (Food) Services
5. School Health Services
6. School Counseling, Psychological & Social Studies
7. Health Promotion for Staff
8. Family & Community Involvement

The Healthy Schools – Healthy Students website also offers:

- General information and resources about ways to create a healthy school environment
- Links to policy documents and fact sheets to support efforts to create healthy school environments
- Resources to assist schools in completing the HSAT and in making positive changes to their school health environment

“Schools can do more than perhaps any other single institution in society to help young people, and the adults they will become, live healthier, longer, more satisfying and more productive lives.” – Carnegie Council on Adolescent Development

The Healthy School Action Tool (HSAT) was adapted from the School Health Index for Physical Activity, Healthy Eating, and a Tobacco-Free lifestyle: A Self-Assessment and Planning guide from Centers for Disease Control and Prevention (2002) and the Changing the Scene Healthy School Nutrition Environment Improvement Checklist from USDA Food and Nutrition Service. Team Nutrition (2000).

The development of the HSAT was a collaborative effort of the Michigan Department of Community Health, the Michigan Department of Education, Michigan State University Extension, Michigan Team Nutrition, and United Dairy Industry of Michigan.

For more information, contact Shannon Carney Oleksyk via email at carneys@michigan.gov or via phone at 517-335-9373.

The Board recognizes the value of physical education to the maintenance of the health and vitality of all students, as well as to the development of life-long habits that will enhance personal fitness and wellness. Quality physical education programs positively impact students' physical, social, and mental health. It is the unique role of quality physical education programs to provide opportunities for children to understand the importance of physical activity and to acquire skills to combat a sedentary lifestyle.

Curriculum

The District's physical education program shall:

- have a curriculum aligned with the Michigan K-12 Physical Education Content Standards and Benchmarks;
- equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity;
- influence personal and social skill development.

Instruction and Assessment

The District's physical education program shall:

- be taught by a certified physical education teacher trained in best practice physical education methods;
- align curriculum, instruction, and assessment;
- engage students in curriculum choices that prepare them for a wide variety of lifetime activities;
- involve all students in purposeful activity for a majority of the class period;
- build students' confidence and competence in physical abilities;
- include students of all abilities.

Opportunity to Learn

The District's physical education program shall:

- offer instructional periods totaling 150 minutes per week (elementary) and 225 minutes per week (middle and high school);
- maintain a teacher to student ratio consistent with those of other subject areas and/or classrooms;
- provide facilities to implement the curriculum for the number of students served;
- provide sufficient functional equipment for each student to actively participate;
- build students' confidence and competence in physical abilities;
- include students of all abilities.

The District shall provide daily opportunities for unstructured physical activity, commonly referred to as recess, for all students in Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff should not withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports.

Provision shall be made at all levels to excuse individual students from specific activities if direction to do so is received, in writing, from the student's physician.

Students may be excused from specific activities if those activities are contrary to their religious beliefs. A request to excuse a student from such activities must be received in writing from the student's parent or from the eligible student.

Approved: April 19, 2013

LEGAL REF: Michigan State Board of Education Policy on Quality Physical Education

The Board directs the Superintendent to comply with the Michigan Statewide Unsafe School Choice Policy for schools that receive funds under the No Child Left Behind Act of 2001 (NCLB of 2001). All reports mandated by the state policy shall be distributed to the Board before being forwarded to the ISD and/or the state. The Superintendent may enact rules to implement compliance with the state policy.

Should any school receiving funds under NCLB of 2001 be designated, “persistently dangerous,” as defined by the state policy, the required, “corrective action plan,” shall be prepared and presented to the Board for review and approval before transmittal to the state. The Superintendent shall also insure that the transfer and notice requirements found in state policies are implemented, and that the Board is kept informed of any transfers that are made.

A copy of the current Statewide Unsafe School Choice Policy shall be provided to each member of the Board, and a copy of the current policy shall be available in the District office.

Approved: June 17, 2010

LEGAL REF: 20 USCA § 7912; Michigan Statewide Unsafe School Choice Policy (2003)

The Board and Superintendent will endeavor to maintain a healthful environment for each student in school attendance and in school-sponsored activities.

Prior to entrance in school, Kindergarten students shall be requested to present evidence that they have had a physical examination or a statement signed by the parent(s)/guardian(s) that meeting this request is contrary to their religious beliefs.

Immunization of Students and Vision Testing

All Kindergarten students and other students entering school for the first time shall submit evidence that they have complied with the state's immunization requirements⁴⁶ by:

1. Submitting a statement by a physician that the child has been tested for, immunized, or protected against, diseases specified by the Director of public health, or
2. Submitting a statement signed by the parent(s)/guardian(s) to the effect that the child has not been immunized because of religious convictions or other objections to immunization.

The parent(s)/guardian(s) of each enrolling child shall submit a statement signed by a District, county, or city health department Director stating that the child has passed the department of public health preschool vision screening test, or signed by a licensed medical or osteopathic physician, or a licensed optometrist stating that the child's eyes have been examined during the preschool years after age 3 and before initial entrance. A vision test is not required if there is a statement signed by the parent(s)/guardian(s) to the effect that the child cannot be subjected to the test because of religious conviction.

The Board shall place a very high priority on the eradication of preventable diseases among students through an adequate program of immunization, and authorizes the use of District facilities and staff time for this purpose.

To accomplish this task the District shall use the model plan developed by the Michigan Department of Education and the Michigan Department of Public Health for

⁴⁶ Sec. 9208. (1) A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state and, beginning in 2002-2003, a parent, guardian, or person in loco parentis of a child entering the sixth grade, shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under section 9215.

assessing local immunization needs and implementing an immunization program appropriate to those needs.

Approved: June 17, 2010
LEGAL REF: MCL 333.9208-9215; 380.1177

Every building Principal will cooperate with local, county and state health agencies in disseminating materials designed to encourage students and their parent(s)/guardian(s) to maintain a high standard of health.

The District nurse will be responsible for the general conduct of such health programs, which are deemed advisable by the Board.

The building Principal may require proof of physical examination for any student engaged in activities covered by Board policy.

The Board may establish a student participation fee for sponsored athletic teams. The fee for each sport shall be established in July and may be reviewed by the Board prior to the second semester.

Approved: June 17, 2010

All interscholastic athletic teams within the District shall be defined as either “club” or “varsity” sports. The definitions and requirements for each are as follows:

Club Sports

A “club” is defined as a parental/guardian/student funded athletic program involving interscholastic competition that is operated directly under the supervision of the building Principal and athletic Director. “Club” sports originate only with the approval of the building Principal.

Requirements to Achieve “Club” Status

In order to achieve “club” status, a student group must meet the following requirements:

- Demonstrate adequate student interest.
- If the faculty sponsor is not the coach, a qualified coach will be approved by the building Principal and athletic Director.
- There will be no minimum number of opponents or contests required to achieve or retain “club” status.
- “Club” sports and coaches shall comply with all Michigan High School Athletic Association (M.H.S.A.A) and the Westwood Community Schools.

Administrative Requirements

The faculty sponsor of the “club” sport shall ensure that the following administrative requirements are met:

1. A written plan is approved by the building Principal and athletic Director. The plan shall include:
 - Proposed budget,
 - Be sponsored by a faculty member, if possible, and
 - An approved transportation plan and insurance plan.

1. An annual program report is completed.
2. Adequate administrative resources and physical facilities are available.

Varsity Sports

A “varsity” sport is defined as an athletic program operated under the direct supervision of the athletic Director and funded, under normal conditions, from a subsidy from the Board.

Requirements to Achieve “Varsity” Status

In order to achieve “varsity” status, an athletic program must meet the following requirements:

- Must have operated successfully as a club sport within the District for a minimum of two years.
- Must have demonstrated adequate student interest for the preceding two consecutive years. Adequate student interest is defined as double the minimum squad size.
- Must have adequate and appropriate competition for the given sport.
- Must comply with M.H.S.A.A. and the Westwood Community Schools rules and regulations.

Periodic Review

All “club” and “varsity” sports will be reviewed annually to determine compliance with the above guidelines and other standards as established by the school system. The level of participation, including the number of participants and availability of competition, should be the major determinants for achieving and/or retaining “varsity” status for individual sport offerings. Other factors to consider are cost, safety, risk, and minority representation.

Approved: June 17, 2010

The addition of new athletic teams will come only after the Board has thoroughly reviewed the proposed sport. The review shall include student interest, state and local competition, facilities, coaching, available funding, anticipated revenue, scheduling, equality of programs, and total impact on athletic and other District programs.

There is no obligation for the District to provide funding for athletics. A sport may be “parental/guardian funded” on a year-to-year basis as one process to measure and establish student interest. A sport may also be partially funded by the District while being considered for addition or deletion.

Proposals for adding new sports to the program shall be presented to the Board prior to January 31 of the school year prior to the year the sport would be added.

The Board shall establish criteria and procedures to follow when considering the addition or deletion of team sports.

Approved: June 17, 2010

The following criteria will be considered by the Board prior to the addition of any interscholastic sport as "varsity" sport. The initial request shall be from interested parties (i.e., parent(s)/guardian(s)) through the District's athletic Director.

1. Student Interest - Indicators of student interest are:

1. Successful operation as a "club" sport within the District for two years,
2. Petitions with signatures of students agreeing to participate in the sport,
3. Level of participation in area recreation programs,
4. Involvement of participants at lower levels (i.e. middle school), or
5. District students participating out of the school District.

2. State Athletic Association

The sport must be sanctioned and recognized through the Michigan High School Athletic Association.

3. Competition

There must be organized interscholastic competition offered within contiguous counties with a minimum of five interscholastic school opponents.

4. Facilities

Existing facilities must be appropriate for practice and contests. Facilities must also be appropriate for use by teams of the same sport at different competition levels. Addition of a team must not displace existing teams for adequate practice and competition space. The athletic Director will create a proposed practice schedule to assess this.

5. Locker Room

A team locker room for the additional team is to be considered.

6. Equipment

The cost, extent, and storage of equipment shall be considered.

7. Funding

The extent to which the District has the ability to fund the additional sport is a priority consideration. The expenses of the sport must be reasonable and not excessive (i.e. transportation, practice/game facility costs, equipment, etc.)

8. Revenue

The potential to generate revenue to offset costs will be given strong consideration and high priority.

9. Scheduling

The potential of scheduling competition will be a priority consideration.

10. Equal Opportunity

Priority will be given to those sports that best equalize the opportunities for boys and girls.

Process for Adding Interscholastic Varsity Sports

Petitions and requests for additional sports shall be submitted to the athletic Director and respective building Principal prior to September 30.

Approval is given by the Board to participate on a parental/guardian-funded basis as a "club" activity for an initial period of at least two years. This probationary period will be one measure in assessing the level of interest, adequacy of facilities, coaches, scheduling, revenue, and other criteria.

At the conclusion of the parental/guardian-funded time, the following evaluations will occur:

- Number of participants - Is the sport growing or declining in participation?
- Degree to which previous predictions on revenue, participation, facilities, etc. were accurate.
- Likelihood of continued participation and increased involvement.
- Transportation or other logistical considerations.

After review and recommendation from the administration, the Board may take the following positions:

- Continue the sport on a parental/guardian-funded basis for an additional year, and reassess its statistics,
- Provide 50% funding for the following season, or
- Change the status of the sport to a "Varsity" sport.

Continued funding of the sport shall be as determined under the procedures regarding the continuation or non-continuation of all other sports.

Criteria for Deleting Interscholastic Sports

The following criteria will be considered prior to the dropping of an interscholastic sport and will be monitored by the Athletic Director:

1. Student Interest

- Student interest has declined below a median point of student participation as determined by student participants over the past five years.
- Student interest remains below the median for two consecutive years.

2. Sanctions

The District's current athletic league or the Michigan High School Athletic Association does not sanction the sport.

3. Coaching

It becomes very difficult to secure or maintain coaches with experience in coaching the sport.

4. Facilities

Facilities are inadequate, do not exist, or the use of existing facilities conflict with other athletic or academic programs that are growing and have a greater amount of student interest.

5. Funding

Funding from the District to run the program is no longer feasible.

6. Scheduling

The scheduling of contests by the athletic Director becomes increasingly difficult due to the lack of other teams against which to compete. Travel costs are disproportionately high in comparison to other sports.

7. Revenue

The sport has little or no opportunity to generate revenue or the revenue proposed in the past has shown a decline.

Process for Deleting Interscholastic Sports

1. After two years of declining participation, and declines in other criteria, the sport will be placed on probation for the following year.

2. Probationary Status - Student participation and interest must increase above previous median participation. If other indications of decline are continued, for a period of one year, the recommendation of the Board will be to place the activity on a parental/guardian-funded status and be treated the same as a sport being considered for addition.
3. Individual teams may be continued on a parental/guardian-funded status, be funded at 50% by the District, or be dropped from the District's athletic program.

In order to minimize the spread of contagious diseases among students and staff, the District will cooperate, fully, with the Wayne County Health Department to enforce adherence to the Michigan Health Code for the prevention, control, and containment of communicable diseases.

A decision to close schools due to communicable disease outbreaks shall be made by the Superintendent, or designee, in consultation with the Wayne County Health Department medical staff and/or for review to the review team.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.⁴⁷

Approved: June 17, 2010

LEGAL REF: MCL 333.5111; 333.5131; 20 USCA § 1232g (Family Educational Rights and Privacy Act of 1974), MDE Bulletin, September 23, 1999

⁴⁷ A student with a contagious disease is probably a "handicapped individual" under Section 504 of the Rehabilitation Act (29 U.S.C. § 794(a)). See *Thomas v Atascadero Unified School District*, 662 F. Supp.376 (C.D. Cal 1986) (a child with Aids was a "handicapped person" under Section 504).

Students with contagious diseases may also qualify for special education under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 *et seq.*)

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. *Community High School District 155 v Denz*, 463 N.E.2nd 998 (2nd Dist. 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, legal counsel should be consulted.

- A. The Principal will not permit a student to enter school who is out of compliance with the required immunization schedule. School personnel shall cooperate and assist in completing and coordinating all immunization dates, waivers, and exclusions, including the necessary Immunization Assessment Program forms, to provide for preventable communicable disease control.
- B. All reportable communicable diseases will be referred to the Wayne County Health Department in accordance with Michigan statutory and administrative guidelines.
- C. The decision to close schools due to communicable disease outbreaks is at the discretion of the school District's administration. Consultation on such decisions is available from the Wayne County Health Department.
- D. Mandatory screening for any of the following listed communicable diseases (see paragraph E) of all students/employees as a condition of attending work/school or as a condition for employment shall not be required.
- E. Communicable diseases considered a serious concern to the community and/or the afflicted individual will be addressed by a Communicable Disease Review Panel (C.D.R.P). This C.D.R.P. will serve as resource to the school District to provide specific procedures for the situation.
- F. The Superintendent will inform the Board when a C.D.R.P. is formed to review a situation involving a person with a communicable disease in the schools. The Board shall be notified initially that the C.D.R.P. is meeting and the decision of the C.D.R.P. when a decision is made concerning the person with a communicable disease.

Communicable diseases that are serious in nature include:

1. AIDS - Acquired Immune Deficiency Syndrome.
2. ARC - AIDS Related Complex.

3. Persons infected with HTLV-III/LAV-Human T-Cell Lymphotropic Virus/Lymphadenopathy Associated Virus.
4. Hepatitis B.
5. Other like diseases that may be included by the health department that may present potentially serious health problems for those who are exposed to the disease and/or the disease carrier.

Communicable Disease Review Panel

A. Purpose:

The C.D.R.P. shall serve as a resource to the local school District for specific communicable disease instruction, protocol, procedures, and to make recommendations concerning:

1. Specific serious communicable disease cases
2. Epidemic control regarding any communicable disease occurrence

B. C.D.R.P. Membership

The C.D.R.P. shall have a membership that will be limited to the following representatives:

1. The Superintendent who will serve as chairperson,
2. Physician with expertise in the related disease,
3. Physician treating the individual,
4. A physician from the Wayne County Health Department,
5. Parent(s)/Guardian(s) (if individual student case) or the staff person affected (or his/her representative) or the affected student of 18 years of age or older (or his/her representative). It would be permissible for both parents/guardians to attend or for a person to bring a representative as long as it is with the understanding that they only have one vote, and
6. The school nurse (if such a staff person is available).

Operation Guidelines for the C.D.R.P.

- A. Upon notification of the existence or suspicion of an affected staff person/student, the Superintendent may, after consultation with a physician from the Wayne County Health Department within 24 hours, inform in writing the affected staff person, parent(s)/guardian(s) of an affected student or an affected student 18 years of age or older, that the affected person may not attend work/school or any school sponsored activity until the C.D.R.P.'s or Superintendent's written recommendations have been received. Possible alternative delivery of school programs shall be made available to the affected student.
- B. The C.D.R.P. shall have access to any relevant material or testimony concerning the affected individual and his/her behavior as it relates to the communicability of the disease. The C.D.R.P. shall consider existing federal, state and local guidelines and have the authority to consult any experts, as they deem necessary.
- C. The C.D.R.P. shall make a written recommendation as to whether the affected person should continue to be involved in the public school setting.
- D. As recommended in the State Guidelines, the C.D.R.P.'s decision for students should be based on the behavior, neurological developments, and physical conditions of the child, setting, and the risks and benefits to both the affected student and others in the educational setting.

For an affected employee, the C.D.R.P. should consider in its determination:

1. The physical/mental condition of the school employee,
 2. The expected type of interaction with others in the school setting, and
 3. The impact on both the affected school employee and others in that setting.
- E. If the recommendation is to allow the person to continue in the public school setting, then the C.D.R.P shall make a written recommendation regarding whether precautions should be taken within the school environment.

- F. If the recommendation is to exclude the person from the public school setting, the C.D.R.P. shall make a written statement as to the conditions under which they would reconsider the denial.
- G. The C.D.R.P. shall make a recommendation as to the need to review the case on a periodic basis and the timelines for such a review.

Case Review Process

- A. The Superintendent shall obtain the name of the physician treating the affected person and shall request that the physician be a part of the C.D.R.P. The parent(s)/guardian(s) or affected person shall provide the school District with a release of information so that the C.D.R.P. may review the needed information.
- B. Upon notification of the existence or suspicion of an affected staff person/student, the C.D.R.P. chairperson shall call a meeting of the C.D.R.P. within five business days at which time the case shall be reviewed. The affected staff person, parent(s)/guardian(s) of an affected student, or an affected student 18 years of age or older will have an opportunity to present written reports and verbal testimony to the C.D.R.P.
- C. If the C.D.R.P.'s decision is unanimous, the chairperson shall, within three business days of the decision, inform in writing that decision to the affected staff person, parent(s)/guardian(s) of an affected student, or an affected student 18 years of age or older will have an opportunity to present written reports and verbal testimony to the C.D.R.P.
- D. If the C.D.R.P.'s decision is not unanimous, the Superintendent shall receive, within two business days of the conclusion of the hearing, a summary of each C.D.R.P. member's position. The Superintendent shall then make the final determination within three business days of the receipt of the C.D.R.P.'s summaries.

Copies of this decision will be sent to the affected person, parent(s)/guardian(s) of an affected student, or an affected student 18 years of age or older, the Board and the C.D.R.P.

- E. If the affected person/student's parent(s)/guardian(s) do/does not accept the decision of the C.D.R.P./Superintendent, such persons may file, within five business days, a written request to the Board asking it to hear their appeal. The Board shall establish a date for such a hearing within two business days upon receipt of said appeal.

Upon the conclusion of the hearing, the Board shall render its decision within five business days and send copies of their decision to the affected staff member, the parent(s)/guardian(s) of the affected student or to an affected student 18 years of age or older.

- F. If the decision of the C.D.R.P is not unanimous and if a majority of the members of the C.D.R.P. does not agree with the decision of the Superintendent, they may appeal that decision on their own behalf to the Board. All timelines for such an appeal will be the same as outlined in the appeal process in paragraph E above.

- G. If the student is a special education student, a copy of the C.D.R.P.'s decision shall be sent to the Director of Special Education. The Director shall then convene an Individual Educational Planning Conference (IEPC) within three business days of the receipt of the report. The IEPC shall consider the recommendation of the C.D.R.P. in determining the program and services. If the parent(s)/guardian(s) request(s) a hearing because of the IEPC recommendation, a placement of the student in the interim will be based upon the recommendation of the C.D.R.P.

- H. All persons involved in these procedures will be required to treat all proceedings, deliberations, and documents in compliance with the provisions of the Family

Education Rights and Privacy Act (FERPA), the Freedom of Information Act, and the Employees Right to Know Act. Any employee found to have violated the confidentiality of any proceedings connected with policy 8510, or these rules, will be subject to disciplinary action up to and including discharge.

The School District will periodically conduct “head checks” to screen for head lice infestation. Designated school personnel trained to look for head lice will do this.

If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/ guardian(s).

The student shall not be readmitted to school until the child, parent(s)/guardian(s) can show proof, acceptable to the Superintendent, of an approved treatment.

The student must remain nit-free upon inspection at school. If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified and the child will be sent home for nit removal.

Copies of this policy, along with District rules and regulations governing head lice control and advice to parent(s)/guardian(s) on head lice control in the home, will be distributed to students and parent(s)/guardian(s) in a manner to be determined by the Superintendent.

Approved: June 17, 2010

LEGAL REF: *Michigan Head Lice Manual*, Michigan Department of Education, Michigan Department of Community Health, July 2004 – Version 1.0

District personnel shall review and follow the Michigan Head Lice Manual, Version 1.0, July 2004. Copies of the Michigan Head Lice Manual shall be available at each building.

Although head lice are highly contagious, District personnel are encouraged to use the following measures to reduce the number of outbreaks in the classrooms of the school:

- Encourage students not to share clothing and hair accessories.
- Give each student, particularly at the elementary grades, his or her own plastic bin for school supplies or provide individual lockers or separate hooks for clothing.
- Have children put their hats and scarves in their plastic bin, in the sleeve of their own coat, or in a zip-lock bag.
- Encourage children with long hair to keep it tied or braided, especially during the months of August to November, when infestation is most likely.
- Have children lay their heads on their own blanket or towel during rest time.
- Make certain carpeted surfaces are vacuumed regularly and the vacuum bags are disposed of away from the classroom setting.
- Do not keep stuffed animals, “dress-up clothing,” or hats in the classroom for children to share.
- Any headphones used by more than one student must be cleaned, wiped down, or sprayed after use by each child. Older students can be taught to do these things themselves after each use.
- Reinforce these precautions before vacation or holiday times when students are away from school.
- Provide education to children and parent(s)/guardian(s) about lice.

- Be alert to telltale scratching that might indicate head lice. If a student is suspected of having head lice, the parent(s)/guardian(s) is to be contacted immediately and the

child should have a “head check” by a trained staff member to confirm if lice are present.

- Infested children are to be sent home until proof of treatment is submitted and subsequent “head checks” show no infestation.
- Discourage “random” or repetitive treatments. Parent(s)/Guardian(s) should always be advised to consult their physician or health officials before treating a child a second or third time. Over the counter remedies are types of pesticides, which can be neurologically toxic to children if misused.
- In no case are school personnel to administer head lice medication, either over the counter or prescriptions, to students. School District personnel may demonstrate, however, to parent(s)/guardian(s) or students the use of non-medicinal means of live lice removal such as use of a “Robi-Comb.”™

When Dealing With Parent(s)/Guardian(s)

- Understand that no parent(s)/guardian(s) wants to hear that their child has head lice and some may become quite upset. It is up to school personnel to deal with the situation factually and to anticipate parent(s)/guardian(s) concerns and accusations they may make.
- School personnel should try to maintain control of the situation by adopting a calm, neutral stance with the objective of calming the person down so they can be educated and informed on how to manage and treat the infestation.
- Use information about head lice prevention and control, stressing the fact that head lice are not carriers of other diseases and head lice infestations are not indicative of an “unclean” or “unwholesome” atmosphere in the home.

- Realize that parent(s)/guardian(s) may try to place “blame” on the school or on specific other children in the classroom for causing the infestation. Avoid any

discussion of other children or families focusing, instead, on information about the infestation.

- Understand that what the parent(s)/guardian(s) needs the most is information about head lice; what they are, how they spread, how to treat them, how to “de-lice” the home. The sooner the parent(s)/guardian(s) learn the facts; the sooner the need to blame someone will diminish or disappear.
- Direct them to call their doctor or the local health department if they have any questions about lice that handout information does not cover.

Pursuant to MCL 722.622(f), child abuse must be reported to the Department of Human Services (DHS) where the suspected perpetrator is the parent(s)/guardian(s), or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

Any school administrator, school counselor, or teacher of the District who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report, or cause a report to be made, to the Department of Human Services.⁴⁸ School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

Access to Students on School Premises (Cf. 8140)

The building Principal is authorized to act in loco parentis to protect the interests of the student when a student is to be interviewed by DHS representatives on school premises. The District recognizes, however, that the DHS may, lawfully, interview a child alleged to have been abused without the presence of the building Principal or other school personnel. However, in appropriate cases, the Principal may request that he or she, or a designated representative, be present during the interview.

Cooperation between School and Agencies

Elementary and secondary schools, DHS, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect.

⁴⁸ Reasonable Cause exists where the facts and circumstances within a person's knowledge and of which he/she has reasonably trustworthy information are sufficient to warrant a mandate of reasonable caution in the belief that abuse/neglect has or is occurring.

To the extent that safety and practical consideration allow, it is the preference of the District that law enforcement officers on school premises to investigate a report of suspected child abuse, or neglect, should not be in uniform.

Administrators shall make this District preference known to law enforcement officers and ask for their cooperation.

Approved: June 17, 2010

LEGAL REF: MCL 722.621-638; *Commonwealth v Allen*, 980 S.W. 2d 278 (Ky., 1998);
People v Beardsley, 263 Mich App 408(2004).

To comply with the child protection law, any school administrator, school counselor, or teacher who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect, shall immediately report such suspicions in the following manner:

- I. Identify suspected child abuse and or neglect.
 - a. Any school administrator, school counselor, or teacher who has reasonable cause to suspect child abuse or neglect shall report the matter to DHS personally and directly.
 - b. Any person making a report should telephone a complaint to Child Protective Services (CPS) and notify school administration.
- II. Submit completed DHS-3200 form within 72 hours.
- III. Copy school administration with written report as filed with CPS.
- IV. The administrator shall also, then, make a report to DHS first by telephone and, then, within 72 hours, in writing using DHS form 3200. This dual reporting process is intended to emphasize to DHS the urgency of the report.

As much of the following information as possible shall be given by the initial reporter during the oral report and, again, by the school administrator if the initial report came from a school counselor or teacher: name, address, and age of the student; name and address of the parent(s)/guardian(s); nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

An oral report to the Principal must be made as soon as possible and will be followed by a written report.

In Michigan, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Unauthorized disclosure of child abuse information to persons other than School Administrators, Law Enforcement personnel or DHS, may result in criminal and/or civil sanctions.

The District will endeavor to provide a safe environment for students while in school attendance or in extra-class activities.

Bicycle Use

Each building Principal will formulate plans and procedures for the safe use of and parking of bicycles on school property and publish them in the appropriate student handbooks.

Walkers and Riders

Any student who uses school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle and shall be subject to all rules and regulations developed by the Superintendent and building Principals to cover such activities. Such rules and regulations shall be published in the appropriate student handbooks.

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

Eye Protective Devices

Building Principals shall assume the responsibility of seeing that sufficient eye protective devices are available to accommodate all classes or persons requiring them. All guidelines and rules shall be published in the appropriate staff and student handbooks.

Mercury Elimination

The District prohibits the purchase, storing, or use of free flowing elemental mercury or items or instruments containing free flowing elemental mercury. Each building administrator will be responsible for enforcing this policy and reporting any violations to the District MIOSHA compliance officer.

Safety Patrols

Building Principals are authorized to organize student safety patrols to assist in the safety of students to and from school and/or loading/unloading school buses.

Approved: June 17, 2010

LEGAL REF: MCL 324.81101; 380.1274b; 380.1288; R 340.1301-1305; OAG, 1981-1982, No 6097, p 727 (August 31, 1982)

The Superintendent, together with the staff, will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building Principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Each teacher will be provided with an outline of safety rules and regulations for the District as recommended by the Superintendent and approved by the Board.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building Principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, industrial education, or science laboratories shall teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be given a test concerning the appropriate safety rules of the particular class. The test results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

Inspection of Buildings and Grounds (Cf. 4040)

The building Principal, together with his/her custodial staff, shall make frequent inspections of areas of the building and grounds, which may be potential safety hazards.

If any such hazards are found, the building Principal will order the hazard removed, corrected, or marked in some appropriate way as a “dangerous area.” (Cf. 8450-R)

Students will be notified of such “dangerous areas.”

All hazards or “dangerous areas” will be reported, in writing, to the Superintendent if the costs exceed the local building maintenance budget and the building Principal will immediately submit a requisition to the Superintendent asking for the appropriate funds to correct the situation. (Cf. 8450-R)

All equipment ordered by the District shall be inspected for any defects immediately at the time of assembly and periodically thereafter by the appropriate administrator. Such defects, if found, shall be brought to the attention of the vendor for repair or replacement.

To provide for the safety of student athletes, all athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

Before a youth athlete may participate in an athletic activity sponsored by or operated under the auspices of the District, all of the following must occur:

- A. All coaches, employees, volunteers, and other adults who are involved with the participation of youth athletes in the athletic activity must have completed the concussion awareness training program as developed and made available by the state Department of Community Health (DCH).
- B. Each youth athlete who participates in an athletic activity and a parent or guardian of the youth athlete must be provided educational materials on the risks of concussions, as developed by the DCH.
- C. A signed receipt for the materials described in B. above must be obtained from the youth athlete and a parent/guardian.

The signed receipts shall be maintained in a permanent file for as long as the youth athlete continues to participate in athletic activities sponsored by or operated under the auspices of the District or until s/he turns eighteen (18). The materials and receipt requirement will not be necessary for participation in additional athletic activities. Redistribution and a new signed receipt will only be required if the DCH issues updated materials with new risks associated with concussions or if the DCH requires more frequent distribution. These signed receipts shall be made available, upon request, to the DCH.

During Participation

Each coach or other adult employed by, volunteering for, or otherwise acting on behalf of the District shall:

- immediately remove from physical participation in an athletic activity a youth athlete who is suspected of sustaining a concussion during the athletic activity;
- not allow a youth athlete who has been removed from physical participation in an athletic activity for suspected concussion to return to physical activity until s/he has been evaluated by an appropriate health professional and received written clearance authorizing the physical participation in the athletic activity.

The District shall maintain the written clearances in a permanent file for the duration of that youth athlete's participation in athletic activity sponsored by or operated under the auspices of the District or until s/he turns eighteen (18). The written clearances shall be made available, upon request, to the DCH.

These protocols do apply to programs or events sponsored by or operated under the auspices of the District where the primary focus is not participation in an organized athletic game or competition, but such participation is only incidental to the primary focus of the program or event.

Definitions:

- A. "*Appropriate health professional*" means a health professional who is licensed or otherwise authorized to engage in a health profession under state law and whose scope of practice within that health profession includes the recognition, treatment, and management of concussions.

- B. “*Athletic activity*” means a program or event, including practice and competition, during which youth athletes participate or practice to participate in an organized athletic game or competition against another team, club, entity, or individual. Athletic activity includes participation in physical education classes that are part of a school curriculum.
- C. “*Concussion*” means a type of traumatic brain injury as recognized by the Centers for Disease Control and Prevention. A concussion may cause a change in a person’s mental status at the time of the injury, including, but not limited to, feeling dazed, disoriented, or confused, and may or may not involve a loss of consciousness. A concussion may be caused by any type of accident or injury including, but not limited to, the following:
- a fall
 - a blow, bump, or jolt to the head or body
 - the shaking or spinning of the head or body
 - the acceleration and deceleration of the head
- D. “*Youth athlete*” means an individual who participates in an athletic activity and who is under eighteen (18) years of age.

Approved: July 22, 2014
LEGAL REF: MCL 333.9155-9156

There is a need for some students to drive motorized vehicles to school. There is also a need for safety regulations governing the use of such motorized vehicles on or near school property. The Superintendent shall formulate plans and procedures regulating the driving, parking and use of student

operated motorized vehicles during the school day. Failure of student drivers to observe the District's regulations governing student use of motorized vehicles may result in disciplinary action and/or revocation of on-campus driving privileges.

Approved: June 17, 2010

LEGAL REF: OAG, 1989-1990, No 6657, p 327 (August 21, 1990)

All such rules and regulations will be given annually to each student driver and his/her parent(s)/guardian(s).

Such rules and regulations shall include but will not be limited to the following:

- Students who are observed driving recklessly on or near school property will be reported by any District employee to the high school Principal. The Principal will warn the driver in the incident at the first opportunity thereafter, and a written notice will be mailed to the parent(s)/guardian(s) of the driver.
- After a second warning, the student will be reported to the local civil authorities.
- Further violation of these rules and regulations may result in disciplinary action by the school pursuant to the disciplinary code.

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall, in a timely manner, report the accident to the building Principal and follow the rules approved by the Board. Each building Principal shall establish procedures for handling student accidents at athletic events and other school related activities.

Approved: June 17, 2010

Generally, school employees are not trained to administer medical treatment to students.

In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the Superintendent and building Principals to cover such emergencies.

The Superintendent will develop procedures to be followed in case of a student accident or injury. Such procedures will be explained to all employees at the beginning of each school year.

Only qualified school employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for competent medical treatment. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or who have otherwise been approved by the Superintendent to administer treatment.

Primary first aid procedures to be followed include visually determining, if possible, the extent of the injury and having the school's Secretary or a certified staff member call the parent(s)/guardian(s). (Cf. 8660, First Aid)

If the parent(s)/guardian(s) are notified, the injury should be described and appropriate action determined with consent of the parent(s)/guardian(s).

If the parent(s)/guardian(s) cannot be reached, the family physician or alternate physician if permitted by parent(s)/guardian(s) of the student should be notified.

Under no circumstances will any of the school's employees attempt to administer medical treatment to any injured student. In dire emergencies, call 911.

Records

An information card approved by the Superintendent containing the following information shall be on file in the building Principal's office for each student:

Emergency Card

1. Emergency cards for each student should be updated yearly.
2. Emergency cards should minimally indicate:
 - a. Where parent/guardian can be reached.
 - b. Preferred hospital or clinic to take a child in case of emergency, also physician's name and phone number.
 - c. Medical insurance numbers (Blue Cross, Medicaid, etc.)

Accident Report

Accident reports shall be a standardized procedure within each school building. They should minimally include:

- a. Date, time, and location of accident.
- b. Circumstances present when accident occurred.
- c. Description of resulting injuries if any.
- d. Description of immediate first aid response or intervening action.
- e. Signature and title of person filling out report.
- f. Names of witnesses (child or adult).

The District may provide appropriate first aid and CPR training for identified personnel. This training may be provided as part of the District's in-service plan or other program established by the Board.

Only those school employees qualified by District approved training and then only in case of emergency may administer first aid and CPR to students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The District will not assume liability under these policies for employees acting outside the scope of their authority.

Approved: June 17, 2010
LEGAL REF: MCL 691.1504

Personnel identified by the District as eligible to receive first aid and CPR training may include those who are regularly assigned to the work site such as: the building Principal or head teacher, the building Secretary, the physical education instructor, and other personnel as the District may identify.

First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death.

Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions.

At least one person in every school building in the District shall be qualified to administer first aid and CPR.

The Board of Education of the Westwood Community Schools recognizes that from time to time medical emergencies may arise that justify the use of an Automated External Defibrillator (AED). The Board shall acquire these units for use by qualified personnel in the schools and for use at athletic events hosted by the District.

Employees of the District will be authorized to utilize an AED only after completing initial and recurrent training courses, successfully, as approved by the American Heart Association for AED's and CPR. Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification. Acceptable certification will consist of completion of an American Heart Association "Heartsaver AED" course and CPR course.

The Board authorizes and directs the Superintendent to promulgate appropriate administrative rules to implement the use of AED's in the District.

Approved: June 17, 2010
LEGAL REF: MCL 691.1504 (3) (4) (5)

The District approves the use of AED units subject to the following administrative rules:

The District will provide American Heart Association "Heartsaver AED" training for employees deemed to require such training by the Superintendent in cooperation and consultation with the AED vendor and local health authorities. Employees who are certified will be designated as authorized users after a review of their credentials and approval by the American Heart Association.

Those individuals to be certified shall include (by example and not by limitation):

- AED Team of First Responders
- Building Principal
- Assistant Principal
- Front Office Staff
- Athletic Administrator
- School Nurse
- Teachers and Coaches
- Maintenance Team Members

When it is deemed necessary to use the AED, a call by telephone or cellular phone will be placed immediately to 911 and emergency personnel will be summoned. Use of the AED, however, will not be delayed while making the call to 911 or waiting for a response.

The local ambulance service or the local fire department serving the school building's area will be advised of all uses of an AED by employees of the District as soon as practical after each use.

Procedures for Use of the AED

During the School Day

- One AED will be stored in a wall box outside the main office of the school. Signs will be posted throughout the building to assist staff, students, and the public in locating the AED.

- If a situation arises where the potential need for the AED exists, the school office is to be contacted and the location of the emergency given. The victim should be checked for consciousness and CPR started if required.
- The office will contact 911, activate a “Code Blue” announcement giving the location of the emergency and requesting that the AED be delivered there immediately. The announcement will be repeated several times.
- Upon hearing a “Code Blue” announcement, all trained personnel will report to the site of the emergency immediately. Teachers pre-arranged to cover the classes of the AED staff team will initiate the procedure immediately.
- Emergency personnel upon arrival will be directed to the location of the emergency by office personnel who are to be waiting at designated building entrances. School staff is to assist emergency responders according to directive and/or needs to prepare the victim for transport. Office personnel will notify the victim’s family, if possible, as to general status and destination of transport.
- Records kept electronically by the AED machine may be required by the local responder. If required, it will be the responsibility of the Principal to have records downloaded off the device and provided to EMS and/or the physician in charge.

8665-R Automated External Defibrillators (AED’s)

8665-R-3

- Following any incident of AED use, the AED team will meet with the first responder and/or physician in charge to discuss, if necessary, recommended changes in the response procedure and implement them upon administrative approval.

Outside of the Normal School Day

Procedures for use of the AED in an incident occurring at an athletic practice, an athletic event, or co-curricular or extra-curricular event occurring on school property outside the school day will be developed and distributed to appropriate personnel in the form of an “AED Procedures Booklet.” By reference, the procedures in that booklet are to be considered part and parcel of these rules.

Maintenance of the AED

- The device performs an internal diagnostic check nightly. The message “OK” or green light indicates that the machine’s daily self-check has confirmed the device is operational.
- Should the indicator window on the handle of the device not say “OK ” or be red the device needs to be serviced. (On some units, an audible beep is sounded every 30 seconds until the lid is lifted or the battery power is depleted.) The Principal and/or the AED team is to be notified. The AED is functional if the green light is on or unless the “battery” symbol or “wrench” symbol are flashing.

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of “medication” is adopted for use in this District: “Medication,” includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

Parents/Guardians and their medical providers establish how they will support their children’s health care needs. When the parent presents such information to the District and requests school assistance, this information will be considered by the District. This and other information will be used, as determined appropriate, in cases in which the District and the parent/guardian agree to the establishment of a Westwood Community School District Individualized Health Care Plan. In a District authorized Individualized Health Care Plan, staff responsibilities are identified. The pupil’s parent(s)/guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil must accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician’s instructions for administration shall be renewed every school year.

Any and all “biohazards” generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10). Students who “self administer” medications shall be responsible for returning any such wastes to their home for disposal. The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

Each building shall have a plan for handling medical emergencies.

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of

another adult employee pursuant to written permission of the pupil's parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

Self-Administration/Self-Possession of Medications

The following definition of "self-administration/self-possession" is adopted for use in this District: "Self-administration" means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

A high school pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardian(s).

8670 Administration of Medications by School Personnel (Cf. 2780)

8670-3

For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardian(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

Diabetic Emergencies

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and be aware which

side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

Management of Students with Asthma in the School Setting

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education will be distributed to all staff and shall be posted on appropriate bulletin boards in school buildings.

Exercise Induced Asthma Attacks

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staff who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

8670 Administration of Medications by School Personnel (Cf. 2780)

8670-4

The Superintendent will promulgate rules and guidelines to implement this provision.

School Staff Training

All individuals designated or authorized to administer medication are required to receive in-service training on all District policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

Storage and Access to Medications

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration. Medications shall be stored in a school location that is kept locked. However, emergency medications may be stored in an area readily accessible to the individuals designated to administer them. All controlled-substance medications will be counted and recorded upon receipt from

the parent(s)/guardian(s). The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count shall be reconciled with the medication administration log/record.

Record Keeping of Medications

A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log). The individual pupil log shall be kept until one year after the pupil's graduation from high school.

As public employees, school District employees are entitled to protection from lawsuits alleging that they acted negligently.

8670 Administration of Medications by School Personnel (Cf. 2780)

8670-5

Under Michigan's governmental immunity statute (MCL§691.1401, et.seq.) District employees can only be held liable for negligent acts when those acts are "so reckless as to demonstrate a substantial lack of concern for whether an injury results." MCL§691.1407(2)(c). This immunity applies to a school District employee's duties within the scope and course of his or her employment including the provision of special education and related services, as well as accommodations under Section 504. Similar protection is also provided to District employees when administering medication in accordance with Section 1178 of the Revised School Code, MCL§380.1178. The District also carries insurance that covers employees acting within the scope of their employment."

Approved: June 17, 2010

LEGAL REF: MCL 380.1178; MCL380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

The following administrative rules are to be followed by District personnel in the implementation of policy 8670. These rules and procedures may not be changed or amended without the express approval of the Superintendent of Schools.

School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

- a. The parent(s)/guardian(s) who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and permission to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:
 - Name of the pupil,
 - Name of the medication,
 - Dosage of the medication,
 - Route of administration,
 - Time the medication is to be administered, and
 - The length of time (not to exceed the current school year) that medications are to be administered.

Any “biohazardous” wastes produced shall be disposed of in accordance with law, and the written instructions distributed by the administration.

New parental/guardian and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

Prescription medication to be given at school must be delivered, by the parent(s)/guardian(s), in a container as prepared by a pharmacy, physician, or pharmaceutical company with a printed label specifying:

- a. The child's full name,
- b. The name of the medication and the dosage,
- c. The time of day medication should be administered, and
- d. The name of the physician.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed. Only limited quantities of a prescription medication may be kept at school, and the parent(s)/guardian(s) shall be solely responsible for any prescription refills. All prescription medication shall be kept in locked storage or other safe place.

The Principal of each building shall designate the school personnel authorized to administer medication to students.

A building administrator may set a reasonable designated time for the administration of medications. The parent(s)/guardian(s) shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

Except in the case of an emergency that threatens the life or well being of the student, all administration of medication shall be conducted in the presence of two or more adults. When necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity,

the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

Staff Training

In-service training is recommended to be not less than four hours in length and include actual "hands-on" practice in identifying and dispensing medications. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional. Documentation that school personnel have completed the required in-service training shall be maintained by the school and made available, upon request, to a pupil's parent(s)/guardian(s), physician, licensed registered professional nurse, or by a school District official.

Training Guidelines

Training for all individuals who are designated to administer medications to pupils in local and intermediate school Districts, public school academies, and nonpublic schools must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.
2. A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, individuals designated to administer medications (i.e., secretaries, aides, teachers, bus drivers, parent(s)/guardian(s)), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the administration of medications in schools.
4. Safe storage and handling of medications in school including procedures for receiving and disposing of medications.
5. The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects.
6. Procedures for safely dispensing medications to pupils in schools, on field trips, and other off-site school activities.
7. Practice in identifying and dispensing medications to pupils.
8. Policies and procedures related to pupil self-administration and self-possession of medication in schools.
9. Review and practice recording administration of medications.

10. Review and discuss procedures for dealing with medication administration errors. It is the responsibility of the student to report to the appropriate school official at the time any prescription is to be taken.

Records

School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping. The medications log shall include the following:

- a. The full name of the student,
- b. The physician instructions for administration,
- c. A log of the date and time, dosage, name of medication, administering adult, second adult present for each administration, and the signature of the administering adult and signature of witnessing adult for each administration. (If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log), and
- d. Any noted effects of, or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the building administrator shall be contacted immediately. The building administrator is responsible for reporting the medication error to the pupil's parent(s)/guardian(s) immediately. It is advised that the building administrator also contact the physician so that he/she may indicate to the parent(s)/guardian(s) that staff members are conducting the appropriate medical follow-up. The school staff member shall write up the error on a District incident/accident report form and place a copy into the pupil's school record. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent(s)/guardian(s) immediately.

Medications should be brought to the school by the student's parent(s)/ guardian(s). School personnel, appropriately trained, shall, throughout the school year, periodically review medication instructions on file and inventory medications being stored by the school. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

Parent(s)/Guardian(s) request/permission and a physician's instructions for administration of medications shall be renewed every school year. No changes to medication dosage or time of administration will be made except by instruction from a physician. Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent(s)/guardian(s).

School Administration of Medications – Non-prescription

The procedures for administering non-prescription medications to students by the District shall be identical to those for prescription medications.

Student Self-Administration of Medications

Upon the written request of the parent(s)/guardian(s), and with written instructions from the physician, and with the approval of the school administration, high school students may self-possess small quantities of medication for self-administration.

8670-R Administration of Medications by School Personnel

8670-R-7

Any student may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing. All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

Any “biohazardous” wastes produced by the student in the process of self-administration are to be carried back to the home by the student for proper disposal by the student/parent(s)/guardian(s).

All necessary written permission forms detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

Assisting a Student in Distress

Each building shall have a plan for handling medical emergencies.

Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

Diabetic Emergencies

Staff with diabetic students should know the signs of possible side effects of diabetic medications, and be aware which side effects are serious enough to warrant reporting to the child’s parent(s)/guardian(s) or health provider.

Management of Students with Asthma in the School Setting

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, molds, and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other

irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

Staff with asthmatic students should know the signs of possible side effects of asthma medications, and be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's web site at <http://www.state.mi.us/mde>.

The "School - Based Asthma Management Plan" form and "School-Based Diabetes Management Plan" forms are to be used in all building sites. The form may be identified with the name of the individual school if desired.

The various forms, posters, and the Medication Daily Administration Log associated with the Administration of Medications to Students are included with policy 2780 and incorporated herein, by reference, with policy 8670 and 8670-R.

WESTWOOD COMMUNITY SCHOOL DISTRICT
GUIDELINES FOR ADMINISTERING MEDICATION DURING FIELD TRIPS

The following guidelines must be followed on a field trip:

- Student emergency cards should always accompany the teacher on field trips.
- Teachers need to provide the school nurse/medication-trained personnel with the date of their planned field trip **well in advance** for students requiring routine medication or potential emergency medications.
- The school nurse/medication-trained personnel will list the following information on an envelope/ziplock bag: a) name of student; b) teacher or grade; c) time medication is to be given.
- A **copy** of the student log will be placed inside the envelope/ziplock bag for the teacher and witness to initial and sign for the day and time the medication was given to the student.
- The school nurse/medication trained personnel will put the medication in its original container in the envelope/ziplock bag, seal the envelope/ziplock bag and give it directly to the teacher. A separate envelope/ziplock bag should be used for each medication. Liquid medication, inhalers, and topical medications may also need additional supplies (e.g., measuring device, spacer).
- Upon returning to the school following the field trip, the teacher will return the medication and copy of log to the school nurse/medication trained personnel.
- The teacher and witness must also initial and sign the student's school medication record/log for the day and time the medication was given to the student.
- When at all possible, the school nurse should prepare medications for field trips.
- When at all possible, the parent should be the chaperone for the student needing injections or requiring medication for potential serious allergic reactions.
- Auto injector - Teacher should do return demonstration to school nurse/child's physician with auto injector trainer prior to the field trip. If used, place the injector in the plastic container the auto injector was dispensed in, note the time given on the label and send with the student/EMS to the emergency care center.

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 8670. Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the Superintendent or designee to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The the Superintendent or designee shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional

Section 8000 – Students

8675 Epinephrine Auto Injectors

8675-2

nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the school secretary, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Superintendent's Office. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent's Office shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

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8675 Epinephrine Auto Injectors

8675-3

Approved: June 22, 2014

LEGAL REF: M.C.L.380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

Section 8000 – Students

8700 Student Activities

8700

Any activity, which involves the expenditure of public funds, shall be subject to prior approval of the Board. An annual report shall be provided to the Board by each building Principal listing the activities involving fees and the amount of each fee.

Activity Fees

Fees for various student activities shall be established by the building Principal with the approval of the Board. The fees shall admit each student to all activities in the respective attendance center. No student shall be denied participation in any activities because of his/her inability to pay such charges.

Activity Fund Management (Cf. 3800)

The building Principals shall maintain an accurate record of all student activity funds in the respective attendance centers. Each building Principal shall make a monthly report to the Board of the revenue and expenditures of the activity fund under his/her administration. No funds shall be expended from these accounts except in support of the student activity program.

Musical Instruments

The school may provide a variety of musical instruments for student use. The Superintendent may require a reasonable deposit for instrument use in order to protect the District against loss or damage.

Approved: June 17, 2010

Section 8000 – Students

8700-R Student Activities

8700-R

The building Principal shall be responsible for the organization of all student activities. With the assistance of delegated members of the faculty, he/she shall approve all student activities and make certain that adequate supervision is available.

The parent(s)/guardian(s) may request that a student be excused from certain types of student activities for religious or physical reasons. The Principal shall examine the request in terms of the welfare of all students as well as in terms of the welfare of the individual.

Activity Fees

Fees for special student activities not included in the general student activity fee, such as dances, may be established by the building Principal with prior approval of the Board.

Activity Fund Management (Cf. 3800)

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Shop and Laboratory Class Materials

The school shall furnish materials needed to perform required projects in shop and laboratory classes. The projects shall remain the property of the District unless the student makes reimbursement for materials.

Section 8000 – Students

8710 School-Sponsored Student Clubs (Closed Forum)

8710

All school-sponsored student organizations shall be curriculum related. Only students actually enrolled in and attending the Westwood Community Schools may participate in any school-sponsored student clubs, co-curricular events, or extra curricular offerings of the District. Consequently, the Board establishes a closed forum regarding school-sponsored organizations and clubs. By way of limited example, a “school-sponsored, curriculum related student club or organization” would be those such as: Foreign language clubs; Astronomy Club, Math Club, American History Club, American Literature Club, Student Council, or the like.

Membership in all student organizations shall be open to all students of the school without regard to race, color, sex, religion, handicap, creed, or national origin. All school-sponsored student organizations shall operate within a framework of state and federal law, Board policy and administrative rules and regulations. Persons who are not students in this District shall not be allowed membership in any school-sponsored student organization.

The Superintendent shall develop general guidelines for the establishment and operation of school-sponsored student organizations. Such guidelines shall include the approval of the building Principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each student organization, and provisions for the establishment of bylaws or operating procedures which provide a linkage to the curriculum relatedness of the organization.

The building Principal may deny requests for forming a school-sponsored student organization where the requirements of Board policy and administrative rules and regulations have not been met. When a request has been denied, the students shall be informed of the reasons for the denial.

Section 8000 – Students

8710 School-Sponsored Student Clubs (Closed Forum)

8710-2

The students may submit a written request to the Superintendent within ten days of the notice of denial for a review of the Principal's decision. The Superintendent's decision shall be final.

Approved: June 17, 2010

LEGAL REF: MCL 380.1299; 20 USCA §4071, et seq. (Equal Access Act)

Section 8000 – Students

8710-R School Sponsored Clubs (Closed Forum)

8710-R

School-Sponsored Student Clubs

The administration shall establish regulations for the operation of school-sponsored clubs. Such clubs shall operate for the welfare and in the best interests of the students and the school. School-sponsored clubs are those directly under the supervision of school personnel.

Every school-sponsored club must have a faculty or staff sponsor appointed and approved by the building Principal. All meeting times and places of the club must have the advance approval of the faculty/staff sponsor and the building Principal, and the sponsor or designated representative must be present at all meetings. Every school-sponsored club shall have on file in the school office a constitution, bylaws, and operating procedures approved by the building Principal.

The Student Code of Conduct and all other Board policies and District rules and regulations will be in full force and effect during all meetings or functions of any school-sponsored club.

Student Government

A student council may be established in each attendance center if it is under the direct supervision of the building Principal or designated faculty representative.

Student councils shall exercise only that authority expressly delegated to them by the building Principal.

School-Sponsored Student Publications (Cf. 8730)

“School-sponsored student publication” means any publication, as defined herein, which is composed, compiled, published, or distributed under the official supervision of a faculty sponsor.

Advertisements

Advertisements concerning drug paraphernalia or any controlled substances are prohibited in any publications planned for distribution on school premises.

Section 8000 – Students

8710-R School-Sponsored Student Clubs (Closed Forum)

8710-R-2

School-sponsored student publications shall be under the supervision of the building Principal or designated faculty representative. All material published in school-sponsored publications must have the prior approval of the faculty sponsor. The faculty sponsor shall inform the building Principal of any material that is contemplated for publication that may be controversial. The final decision on content for school-sponsored student publications shall rest with the building Principal

Student Social Events

Student social events, such as dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building Principal and the faculty sponsor of the club or class sponsoring the event at least one month in advance.

Student social events shall be held, normally, after the last regular class period during the school day unless otherwise approved by the building Principal during other, non-instructional times before school or during the lunch period. In-class social events or activities, such as “student birthday observances,” and the like, shall be limited to the last class period of the school day and shall not disrupt normal instruction. Any “food items” served at such functions shall comply with policy 4460 – Food Allergies.

Any fee charged for a dance or party must have the prior approval of the building principal.

Students from other districts who are less than 19 years old and who wish to attend social functions must have a release form signed by the administrator of their school.

Any high school social events must end by 11:00 p.m. on nights followed by a school day and by 12:00 midnight on weekends. All middle school events must end by 10:00 p.m. on nights followed by a school day and by 11:00 on weekends. The Superintendent, in consultation with the building Principal, may grant specific permission in advance for any deviations.

Section 8000 – Students

8710-R School-Sponsored Student Clubs (Closed Forum)

8710-R-3

The building Principal may make such other rules and regulations as he/she deems necessary for the conduct of student social events. These rules and regulations and any amendments thereto shall be published in such a manner so that all students are aware of such rules and regulations and understand their importance.

Section 8000 – Students

8720 Non-School-Sponsored Student Clubs and Organizations

8720

The District encourages students to broaden their knowledge and citizenship by the formation of clubs and other groups organized to promote or pursue specialized activities outside the regular classroom environment, and not related directly to the curriculum, provided membership is open to all interested and eligible students from the District, approval of the building Principal and the Superintendent is obtained, and a member of the school staff attends the meetings or activities as an un-official, non-participating observer. By way of limited example, a non school-sponsored student club would be those such as: Ski Club, Chess Club, Bowling Club, Pep or Spirit Club, Hobby Clubs, Boy Scouts, Girl Scouts, Explorers, and the like having no direct connection to the curriculum.

Meetings and Membership

Non school-sponsored/non-curricular related student clubs shall not conduct their activities on school property without prior permission from the Principal and approval of the Superintendent. They must submit for approval an application to use the facility. Persons who are not students in this District shall not be allowed membership in any non school-sponsored student organization.

Student Equal Access

Student initiated, non-curricular related groups shall be permitted to conduct voluntary meetings on high school premises only before or after the school day, provided that the meetings do not materially and substantially interfere with the orderly conduct of the educational activities of the school or violate Board policy or state or federal law.

Such meetings shall be open to all students without regard to race, creed, color, sex, handicap, religion, or national origin.

No public funds may be expended on behalf of the non-curricular related student groups covered by this policy except for the incidental cost of providing space for their meetings.

Section 8000 – Students

8720 Non-School-Sponsored Student Clubs and Organizations

8720-2

Students seeking to establish a voluntary, non-curriculum related student group shall first seek approval of the building Principal. Should the Principal not approve the student group, the students may submit a written request to the Superintendent within ten days of the notice of denial for a review of the Principal's decision. Should the Superintendent deny permission, the Superintendent's decision may be appealed to the Board of Education. The Board's decision shall be final.

Federal Compliance

The District will comply with the provisions of the Boy Scouts of America Equal Access Act, and will not discriminate against or deny access to groups protected by the Act.

Student Social Events

Student social events, sponsored by non school-sponsored student clubs or organizations must have the prior approval of the building Principal and the un-official, non-participating advisor of the club or class sponsoring the event.

Student social events shall be held, normally, after the last regular class period during the school day unless otherwise approved by the building Principal during other, non-instructional times before school or during the lunch period.

Unless otherwise specifically approved by the Board, attendance at all social functions, regardless of the organization sponsoring or promoting the social event, is limited to students of the District.

Approved: June 17, 2010

LEGAL REF: MCL 380.1299; 20 USCA §4071, et seq. (Equal Access Act); 20 USCA §7905 (Boy Scout Equal Access Act).

Section 8000 – Students

8720-R Non-School-Sponsored Student Clubs and Organizations

8720-R

- A. The District will not discriminate against or deny equal access to students of the District who wish to conduct club meetings that fall within the Equal Access Act guidelines, as long as:
1. The meetings are student initiated and voluntary.
 2. The school and its employees and agents do not sponsor the meeting.
 3. Agents or employees of the school are present only in a non-participatory capacity.
 4. The meeting does not interfere with the orderly conduct of the school's educational activities materially or substantially.
 5. Non-school persons do not direct, conduct, control, or regularly attend the activities of student groups.
- B. Student meetings, held under the Equal Access Act, may take place only during "non-instructional time." Non-instructional time is defined as that time before actual classroom instruction begins in the morning, during the lunch hour, or after actual classroom instruction ends in the afternoon. School personnel may be present in all meetings under the Equal Access Act to:
1. Maintain order and discipline on school premises and enforce the Student Code of Conduct, District policies and administrative rules and regulations.
 2. Protect the well-being of students and faculty.
 3. Assure that student attendance at all meetings is voluntary.
- C. The District may deny access to a student group if meetings are for a purpose that is unlawful or for a purpose, which would interfere with the orderly conduct of educational activities within the school materially or substantially.

Student Equal Access

District employees shall not promote, lead, or participate in the meetings of non-curricular/non school-sponsored related student groups.

Section 8000 – Students

8720-R Non-School-Sponsored Student Clubs and Organizations

8720-R-2

A District employee may be present as an observer at the meetings to maintain order and protect the general welfare of the students involved.

District employees shall not direct or influence the form or content of any prayer or other religious activity nor require any person to participate in prayer or any other religious activity.

Student Social Events

The building Principal must approve all social events at least one month in advance of the event.

Any fee charged for a dance or other social event must have the prior approval of the Superintendent.

The class organization for each grade level shall be limited to one social event per semester.

Middle school or junior high dances will be limited to one per semester and include only middle school or junior high students and sponsors. Parent(s)/Guardian(s) are welcome to attend.

All high school social events must end by 11:00 p.m. on nights followed by a school day and by 12:00 midnight on weekends. All middle school or junior high school events must end by 10:00 p.m. on nights followed by a school day and by 11:00 on weekends. The Superintendent, in consultation with the building Principal, may grant specific permission in advance for any deviations.

The building Principals may make such other rules and regulations as they deem necessary for the conduct of student social events. These rules and regulations and any amendments thereto shall be published in such a manner so that all students are aware of such rules and regulations and understand their importance.

Section 8000 – Students

8730 Non-School-Sponsored Student Publications (Cf. 8720)

8730

Students are exposed to diverse opinions on an infinite number of topics through the various mass media. Students who have facts and opinions should be allowed to express them in print as well as through oral communication. However, student editors and writers of non school-sponsored student publications must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute in any school any student publication that:

- Is obscene as to minors according to current legal definitions,
- Is libelous according to current legal definitions, or
- Creates a material or a substantial disruption of the normal school activity or appropriate discipline in the operation of the school.

Student publications, that are not libelous, disruptive or obscene, may be distributed on school property during school hours in areas designated by the building Principal. Distribution that substantially interferes with the normal flow of traffic within the school corridors and entranceways, which is coercive of any other person's right to accept or reject any publication or which causes substantial and material interference with "normal school activities," shall not be permitted.

Approved: June 17, 2010

LEGAL REF: *Hazelwood School Dist. v. Kuhlmeier*, 484 U.S. 261, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Section 8000 – Students

8730-R Non-School-Sponsored Student Publications

8730-R

Any student who desires to distribute a non school-sponsored student publication shall submit the publication to the building Principal for review and approval prior to distribution.

At the time of submission, the student has the right, and is encouraged to meet personally with the Principal so that the student and the Principal may freely exchange views on why the distribution of the non school-sponsored student publication is or is not appropriate. The student or his/her representative may support the case for distribution with relevant witnesses and materials.

In determining whether a non school-sponsored student publication is disruptive, school personnel should consider the context of the distribution as well as the content of the material. In this regard, consideration should be given to experience with similar material, to experience in dealing with and supervising students, to current events influencing student attitudes and behavior and to any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the non school-sponsored student publication in question.

The Principal shall render his/her decision to approve or disapprove the distribution of the non school-sponsored student publication and notify the student within one school day of its submission. If approval to distribute is not granted, the Principal shall state his/her reason to the student in writing.

If the student is dissatisfied with the decision of the Principal, the student may appeal this decision. The appeal from the Principal's decision may be taken by notifying the Superintendent, either orally or in writing, within two school days of the Principal's decision, of the student's desire to appeal and the desire for a hearing before the Superintendent.

Section 8000 – Students

8730-R Non-School-Sponsored Student Publications

8730-R-2

A hearing date must be established within three school days after receipt of the notice of appeal has been filed with the Superintendent, and the Superintendent shall render a decision, stating reasons in writing, within three school days of conclusion of the hearing.

If the student is dissatisfied with the decision of the Superintendent, the student may appeal the decision. The appeal from the Superintendent's decision may be taken by notifying the Secretary of the Board, either orally or in writing, within two school days of the student's desire to appeal and the desire for a hearing before the Board, a committee or the Board, or a hearing officer designated by the Board. A hearing date must be established within ten days after receipt of the notice of appeal has been filed with the Secretary of the Board, and the decision shall be rendered in writing within three school days after the hearing.

At every level of the appeal process as outlined above, the student or his/her representative shall have the right to appear and present his/her case supported by relevant witnesses and materials as to why distribution of the non school-sponsored student publication is appropriate.

In exercising the right of prior review, school personnel shall be guided by the following guarantees and definitions. The First Amendment to the Constitution of the United States protects students in their exercise of freedom of expression. It is the responsibility of the school and its staff, while establishing the kind of environment, which is necessary for an orderly program of classroom learning, to ensure that the right of students to express themselves freely shall not be infringed upon at the same time. Distribution of non school-sponsored student publications shall not be prohibited because they contain the expression of unpopular, critical, controversial, tasteless, or offensive ideas.

Section 8000 – Students

8730-R Non-School-Sponsored Student Publications

8730-R-3

Distribution of the non school-sponsored student publication during the period of initial review by the Principal, after a negative decision of the Principal or during the period of appeal shall be sufficient grounds for suspension of the student(s) responsible for the distribution by the Principal in accordance with the procedures set forth in law or Board Policies.

In order for a non school-sponsored student publication to be considered disruptive, specific articulable facts must exist upon which it would be reasonable to forecast that a clear and present likelihood of an immediate, substantial, and material disruption to normal school activity or school discipline would occur if the material were distributed. Mere undifferentiated fear or apprehension of disturbance is not enough; school personnel must be able to show, affirmatively, substantial facts, that reasonably support a forecast of likely disruption. Such disruption would include, for example, student rioting, unlawful seizures of property, destruction of property, threats against persons or property, or acts of violence, widespread shouting or boisterous conduct, or substantial participation in a school boycott, sit-in, stand-in, walkout, or other related forms of activity. On the other hand, material that stimulates heated discussion or debate does not constitute the type of disruption prohibited herein.

Ads

Ads concerning drug paraphernalia or any controlled substances are prohibited in any publications planned for distribution on school premises regardless of source.

Definitions of Terms Used in Discussing Student Publications

“School day” means any day during the regular school year or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays and official school holidays.

Section 8000 – Students

8730-R Non-School-Sponsored Student Publications

8730-R-4

“Publication” means any non school-sponsored book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing, or any other written or printed matter or visual representation of a staff member.

“Student publication” means any publication as defined herein which is composed, compiled, published, or distributed by students without school sponsorship.

“Distribution” means circulation or dissemination of the student publication to students at the time and place of normal school activity or immediately prior to subsequent thereto by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication or displaying the material in areas of the school building or property which are generally frequented by students. In dealing with material that is “obscene” or “libelous,” the term “distribution” refers to dissemination of one or more copies; whereas in dealing with all other types of material, the term “distribution” refers to a substantial circulation or dissemination of the student publication to make the student publication generally available to the students of the school.

“Normal school activity” means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and scheduled-in-school lunch periods.

“Minor” means any person under the age of 18 years.

“Obscene as to minor” means that an average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest and has no redeeming social value; that the publication depicts or describes, in a patently offensive way, sexual conduct specified in applicable law; and that the work taken as a whole lacks serious literary, artistic, educational, political or scientific value.

Section 8000 – Students

8730-R Non-School-Sponsored Student Publications

8730-R-5

“Libel” is the false and unprivileged (unprotected by immunity) publication in writing or the printing of pictures, effigies or other fixed representations to the eye which expose a person to public hatred, contempt, ridicule or obloquy which causes him/her to be shunned or avoided or which has a tendency to injure him/her in his/her occupation.

When the publication concerns “public officials,” i.e., those who hold government office or “public figures,” i.e. those who, by reason of the notoriety of their achievements or employment or by reason of the vigor and success with which they seek the public’s attention, the defamatory falsehood must be made with actual malice in order to be libelous, i.e., with knowledge that it was false or with reckless disregard of whether or not it was false. “Public figures” also includes administrators, teachers, and coaches.

Section 8000 – Students

8740 Student Photographs (Cf. 3660, 8940)

8740

Commercial Photographers

The Board allows the practice of contracting with commercial photographers to take student pictures and make them available to parent(s)/guardian(s) as a part of the total school program.

The school may contract with commercial photographers to take pictures of students for specific purposes such as graduation pictures, yearbooks, class pictures, student records, or identification cards.

No student, however, shall be required to have his/her picture taken by school contracted commercial photographers and shall not be pressured for the purchase of photographs. Students may substitute photographs taken by photographers of their choice to be used in yearbooks or for official school records. The school may establish reasonable specifications for such pictures.

The Superintendent shall be authorized to select and contract with commercial firms to provide the photographing service. Good business practices and Board purchasing guidelines prevail in such selection.

Other Photographic or Video Images

Permission to shoot close-up pictures of students via regular film or digital imaging, or to videotape students participating in school sports or other school-related activities, and to identify those students, may be granted to the media (newspapers and television stations) only with parent(s)/guardian(s) approval for students less than 18 years of age. Parent(s)/Guardian(s) approval also shall be required before pictures of students may be used, or students identified, in non-school publications with the exception of photographs or video images taken by news media in the normal course of news coverage of District activities.

The Superintendent shall establish guidelines for implementing this policy.

Approved: June 17, 2010

WESTWOOD COMMUNITY SCHOOLS

Section 8000 – Students

8750 Student Volunteers

8750

Students are encouraged to volunteer their time and services to school-sponsored activities and to community activities so long as their studies are not adversely affected.

Public Service

The District encourages students to become involved in public-spirited activities associated with legitimate civic and related organizations. The District, however, prohibits students from working for such organizations in a volunteer capacity during school time unless prior approval is granted by the building Principal.

Student Performances (Cf. 8700)

Students will not participate in any community activities during school hours without the prior permission of the building Principal.

Approved: June 17, 2010

Section 8000 – Students

8760 Employment of Students

8760

The Board recognizes that employment during school hours will be desirable for some students and necessary for others. A Board goal is to encourage students to complete their educational requirements of state law, the State Board of Education and the Board satisfactorily.

School Employment

The District may employ students for positions that conform to budget limitations and personnel requirements.

Outside Employment

Students will not be excused from school for employment purposes when such work infringes upon their schoolwork.

Job Placement Service

The District's staff shall work closely with other agencies in finding appropriate jobs for both graduating students and students who need to augment their incomes while attending school.

Approved: June 17, 2010

Section 8000 – Students

8760-R Employment of Students

8760-R

School Employment

School employment for students will be of a non-hazardous nature.

Outside Employment

The Principal will report all violations of the Board's policy on outside employment to the Superintendent for his/her disposition.

Students who desire to work on a regular part-time basis during the school day must first secure the approval of the Principal and file a work schedule with him/her. Such work schedule will not conflict with any of the particular student's class schedule. The student must report any deviations from this schedule immediately to the Principal. Students who work in conjunction with work-experience activities common to Board-approved, vocational programs must have all work schedules that are cooperatively developed by the employer and the supervising teacher and approved by the Principal prior to the beginning of any work activity.

Section 8000 – Students

8820 Awards and Scholarships

8820

Student awards for having represented a school in the District shall be limited to those approved by the administration and the Board. Awards for interscholastic activities shall be limited to those approved by the MHSAA.

The appropriate sponsor shall advise students that accepting cash or merchandise for participation in an activity may jeopardize the student's amateur standing and eligibility in that identical activity before the MHSAA.

Each faculty sponsor bears the responsibility for monitoring his/her student activity sponsorship and must make his/her students aware of those activities, which put him/her in violation for this policy and MHSAA regulations.

Approved: June 17, 2010

Section 8000 – Students

8860 Homebound Instruction

8860

Physically handicapped students, including those disabled temporarily by illness, operation, or accident authenticated by a physician's order, will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are handicapped temporarily are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parent(s)/guardian(s) to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's schoolwork.

Approved: June 17, 2010
LEGAL REF: MCL 388.1709

Section 8000 – Students

8860-R Homebound Instruction

8860-R

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the building Principal to be late to class.

Students with injuries, which would prohibit normal participation in physical education, must present a physician's statement prohibiting such activity to the building Principal at the time the student re-enters school after sustaining his/her injury.

Staff members who have contact with students who are handicapped permanently may consult the student's cumulative records so that they will be able to focus on such student's strengths as well as weaknesses. (Cf. 8940 et seq.)

Section 8000 – Students

8890 Pregnant Students

8890

The Board advocates the right to continued public education for all pregnant students.

A pregnant student has the right to continued schooling in regular school classes. In the event an individual pregnant student desires to withdraw from school during pregnancy, the District alone or in conjunction with other community institutions will furnish her with such assistance as is possible to enable her to return to school on a full-time basis.

The rights of a pregnant student do not eliminate her responsibility for meeting the rules and standards of behavior established by the Board and do not exempt her from disciplinary measures imposed for breaking such rules.

Approved: June 17, 2010
LEGAL REF: MCL 380.1301; R 340.1121-1124

Section 8000 – Students

8890-R Pregnant Students

8890-R

Each pregnant student's case shall be handled on an individual basis by the school's staff in relation to full participation in school activities.

Pregnant students shall be allowed to participate in all phases of the school program unless their physician advises to the contrary or unless their behavior results in material and substantial disruption of the school program. If a student fails to produce a physician's statement covering participation in school activities, the administration may deny such participation in the best interests of the student.

In the event a pregnant student's child is born during the school year, the student will be re-admitted to regular classes and activities upon written consent of her physician.

Section 8000 – Students

8895 Married Students

8895

Students who marry shall have access to the same educational opportunities, special services, and considerations that are provided other students enrolled in the District.

Marital status shall not affect the rights and privileges of students to take part in any extracurricular activity offered by the school unless such participation is regulated by an agency outside the District.

The administration is authorized, in terms of the statements above, to make special arrangements for attendance, promotion, graduation, etc., for married students who wish to continue and complete their education in the schools of the District.

Approved: June 17, 2010

Section 8000 – Students

8895-R Married Students

8895-R

Married students shall be expected to conduct themselves in the same manner as other students, observing all policies and rules of the Board. They may, however, be classified as special students for attendance purposes, subject to mutual agreement.

All cases will be handled on an individual basis. Consideration will be shown by the administration so that the best possible arrangement regarding credits and graduation can be made.

Section 8000 – Students

8920 Foreign Exchange Students

8920

The District will cooperate with students who are interested in entering the foreign student exchange program.

Approved: June 17, 2010

LEGAL REF: OAG, 1985-1986, No 6316, p 151 (September 25, 1985)

Section 8000 – Students

8920-R Foreign Exchange Students

8920-R

The District may accept a maximum of five (5) students from other nations who come to the District from foreign exchange programs officially recognized by the Board. Exchange programs recognized by the Board are American Field Service; International Christian Youth Exchange; and Youth for Understanding.

Foreign exchange students shall not be charged tuition fees.

Foreign exchange students sponsored by groups other than those officially recognized by the Board may be accepted by special Board action.

Section 8000 – Students

8940 Student Records

8940

The educational interests of students require the collection, retention, and use of data about individuals and groups of students while ensuring individual rights of privacy. The school District will maintain educational records of students for legitimate educational purposes.

School student records are confidential and information from them shall not be released except as provided by law. The information contained in school student records shall be kept current, accurate, clear, and relevant. All student records, including those maintained in District electronic database(s), shall be safeguarded during collection, maintenance, and dissemination to protect against unauthorized access or accidental release. The District may release Directory information in accord with law, provided parent(s)/guardian(s) are given the opportunity to object to the release of this information.

Directory Information

The custodian of records may make certain Directory information available without parent(s)/guardian(s) or eligible student's consent if public notice of the categories of information designated as Directory information has been given. After such public notice has been given, the parent(s)/guardian(s) have the right to object to the release of the information within a specified reasonable time. Directory information for this District includes the following information about the student: The student's name, picture; major field of study; participation in recognized activities and sports and related information; grade placement; and honors and awards received.

As provided in PA 39, 2002 (MCL 380.1139) a school must provide armed forces recruiters and service academies with a student's name, address, and telephone number unless the parent(s)/guardian(s) specifically "opts out" of having that information given to military recruiters.

Section 8000 – Students

8940 Student Records

8940-2

Pursuant to federal law, a form will be sent to parent(s)/guardian(s) that allow them to opt out of the disclosure of Directory information to the military recruiters, and that informs the recipients that failure to complete and return the form will result in the disclosure of the information to military recruiters. Pursuant to federal law, high school Principals may not exclude military recruiters from the school campus if they do not similarly exclude prospective employers or post-secondary institutions.

The District shall inform students and their parent(s)/guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to student records, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Superintendent shall insure that a copy of a student's school record, including disciplinary records of suspensions and expulsions, is transferred to any public or private school in which the student has enrolled within 30 days after receipt of the request, pursuant to federal law and state mandate. Notice shall be given to parent(s)/guardian(s) of this transfer procedure and that the student's record being transferred does include a record of any suspension or expulsion action against the student.

The Superintendent shall develop rules and procedures for implementing this policy and state and federal law with respect to student records. The Superintendent shall designate one or more records custodian(s) for each site and/or media in which student records are kept, and shall provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by the parent(s)/guardian(s).

The District shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Board or Superintendent. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

Section 8000 – Students

8940 Student Records

8940-3

If students are to be surveyed or monitored by researchers, parent(s)/guardian(s) shall be notified of the dates of the planned activities, given an opportunity to review the survey instruments, and given the opportunity to opt out.

Annual notice will be given to parent(s)/guardian(s) of the administration of any health or physical screening, and given the opportunity to opt out.

Student names and addresses shall not be disclosed to businesses or organizations that plan to use the information for commercial purposes. Exceptions may be made where the purpose has been approved in advance by the Superintendent and where parent(s)/guardian(s) have given, in writing, express permission for this information to be disclosed.

For the purposes of this policy, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parent(s)/guardian(s) of the student shall only be required of and accorded to the student.

Approved: June 17, 2010

LEGAL REF: MCL 15.231 et seq.; 380.1134-1135; 380.1139; 20 USCA §1232g (Family Educational Rights and Privacy Act); 20 USCA § 7908 (No Child Left Behind Act); Michigan Department of Education Memo dated 4/6/04.

Section 8000 – Students

8940-R Student Records

8940-R

For the purposes of this rule, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parent(s)/guardian(s) of the student shall only be required of and accorded to the student.

Custodians

Each building Principal shall designate one or more full-time staff members as student records custodian(s) for the school. The system or database administrator at each site is designated custodian for all student records maintained in an electronic database or other computer media. The Superintendent shall designate one or more full-time staff members as custodian for any student record information maintained at the District central office.

Each custodian will be trained in their duties by their immediate supervisor. Custodians shall become familiar with law, Board policy, and these rules with respect to student records. The custodian(s) should work closely with other staff members to ensure that all data maintained in student records is current, accurate, clear, and relevant.

Record Types

Student record files shall include, but shall not be limited to, the following: permanent, supplemental, and tentative record files.

Permanent records

This classification includes official administrative records that constitute data necessary for operating the educational system, which is of long-term value or importance. It includes basic identifying information, academic transcripts, attendance records, accident and health reports, withdrawal and re-entry records, honors and activities, date of graduation, follow-up records, information pertaining to release of records, records concerning suspension and expulsion actions against the student, and other information deemed to be of permanent value by the District.

Section 8000 – Students

8940-R Student Records

8940-R-2

Supplementary records

This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test scores on standardized achievement, aptitude and intelligence tests; observational data gathered from teachers; counselor evaluation and observations of social and personal assets; psychological reports; disciplinary information; special education files; health data; family background information; educational and vocational plans; and other information determined by the administration to be appropriate for this category.

Tentative records

This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions and student electronic mail.

Storage

The custodian is responsible for ensuring that the records under his/her care are stored in such a fashion as to protect them from harm and unauthorized alteration or access. Physical records should generally be kept in a storage area, which is well supervised and lockable; electronic records should be protected by regular back up and password or encryption security of good integrity.

Data Gathering

Only the school Superintendent with respect to an individual school, and the Superintendent or Board with respect to the District, may authorize the collection of survey or other data pertaining to students or their families. The administrator shall confirm that the data collection will be in accord with law and Board policy prior to authorizing it.

Section 8000 – Students

8940-R Student Records

8940-R-3

At the time of authorization, the administrator is to see to it that safeguards are in place to ensure the confidentiality and security of the information gathered, including appropriate training of the persons who will be collecting or handling the data.

Survey instruments and procedures shall be made available for inspection prior to use, and notice of the planned activity and an opportunity to opt out shall be granted.

Missing Student

When law enforcement officials have notified the District that a student has been reported missing, the building Principal shall tag this in an obvious way on that student's records. The tag shall remain until notified by law enforcement that the tag should be canceled, or until the student's eighteenth birthday. If a request had been received for a tagged student's records, the custodian shall not comply with the request but shall immediately notify the law enforcement agency.

Inspection and Copying of Records

Each school shall establish appropriate procedures for the granting of a request by the parent(s)/guardian(s) for access to their child's records within a reasonable period of time, but in no case more than 45 school days after the request has been made. Where such records or data include information on more than one student, the parent(s)/guardian(s) of any student shall be entitled to receive, or to be informed of, that part of such record as pertains to their child.

A school official competent in interpreting student records shall be present to explain the meaning and implications of the records that are examined.

In situations where the parents/guardians of a student are divorced or separated, each parent/guardian, custodial and/or non-custodial, has equal rights to their student's records unless a court order specifies otherwise. The District's personnel shall not recognize private agreements between the student's parents/guardians.

Section 8000 – Students

8940-R Student Records

8940-R-4

Copies of student record(s) will be made for the parent(s)/guardian(s) upon request. Copying fees shall be charged only when multiple copies are requested in a limited period, and shall be assessed according to the procedures established for FOIA requests.

Requesting Amendments

Parent(s)/Guardian(s) may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of a student's right to privacy by writing the school Principal or records custodian, identifying the part of the record they want changed, and specifying the reason(s) for the request. The competent school or District administrator shall make a determination on the request in a timely fashion and shall reply in writing to the parent(s)/guardian(s) detailing the actions taken. If the decision is to deny the request, the parent(s)/guardian(s) shall be provided with the information and procedures to request a hearing regarding their request for amendment.

When a hearing has been requested by the parent(s)/guardian(s) for challenging the content of the student's education record, the procedure to be followed in the hearing shall include the following:

- The hearing shall be conducted and the decision rendered by a person who does not have a direct interest in the hearing outcome,
- The parent(s)/guardian(s) of the student shall be given notice of the date, place and time of the hearing within a reasonable time in advance of the hearing,
- The parent(s)/guardian(s) may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney,
- The parent(s)/guardian(s) shall be afforded a full and fair opportunity to present relevant evidence,
- The decision shall be rendered in writing within a reasonable time after the hearing concludes, and

Section 8000 – Students

8940-R Student Records

8940-R-5

- The decision of the school shall be based solely upon the evidence presented at the hearing and include a summary of the evidence and the reasons for the decision.

If the decision of the school following the hearing is to deny the request, the parent(s)/guardian(s) shall be afforded an opportunity to place a statement in the record commenting on the contested information or disagreement with the school. This statement shall be attached to the record in question and copied or disclosed along with the record for as long as the record is maintained.

Disclosure without Consent

The custodian of records may disclose information contained in those records without the consent of the student's parent(s)/guardian(s) to the following persons or entities, on the condition that they agree not to disclose the information to any other party without the written consent of the parent(s)/guardian(s):

- Other school officials, including teachers within the District who have legitimate educational interests,
- Officials of other schools or school systems in which the student intends to enroll, [Note: this requires parent(s)/guardian(s) notification in each instance unless stated as a practice in the annual notification to parent(s)/guardian(s) of their rights]
- The Comptroller General of the United States, the Secretary of Education, or state and local educational authorities,
- Authorized persons to whom a student has applied for or from whom a student has received financial aid,
- Organizations conducting studies for or on behalf of educational agencies or institutions,
- Accrediting organizations,

Section 8000 – Students

8940-R Student Records

8940-R-6

- In compliance with a judicial order or subpoena, provided the custodian makes a reasonable effort to notify the parent(s)/guardian(s) prior to complying so that they may seek protective action. Notification will not be made to the parent(s)/guardian(s), however, if the court or agency issuing the subpoena orders that the subpoena not be disclosed,
- In the absence of a court order or subpoena, to a court if the District initiates legal action against the parent(s)/guardian(s) or student and the records of the student are relevant for the District to proceed with the legal action, or if the parent(s)/guardian(s) or student initiates legal action against the District and the student's records are relevant for the District to defend itself, and
- Appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other persons in an emergency. The custodian of the records shall take the following factors into consideration in deciding whether the information should be released: the seriousness of the emergency; whether the information is needed to meet the emergency; whether the persons to whom the information will be released are in a position to deal with the emergency; and whether time is of the essence in dealing with the emergency.

Except for local school officials, all persons, agencies, or organizations requesting or accessing the records of a student shall be recorded on a form (including electronic forms) kept permanently along with the student's records if the request or access involved any information, which personally identified the student, except for subpoenas, which prohibit disclosure. The form must identify the requesting party, the legitimate interest the party had in making the request, the information released or made accessible, the date the request and/or release was made, and the name of the custodian who handled the request.

Section 8000 – Students

8940-R Student Records

8940-R-7

Statistical data from student records may be disclosed without consent of the parent(s)/guardian(s) for research, statistical summary, or planning purposes if the information released cannot be used to identify an individual student. The custodian shall exercise care in this regard; as statistically small populations within the District may be identifiable through seemingly innocuous data, (Ex. Race and gender of a student may be sufficient to identify an individual in a District with a low minority population).

Disclosure with Written Consent

The custodian may disclose information in a student's records or provide access to the records following written instructions signed and dated by the parent(s)/guardian(s) of the student specifying the records, the reasons, and the person(s) to whom the release is to be made.¹ A copy of the parent(s)/guardian(s) instructions shall be kept along with the record.

Whenever the District requests the consent to release certain records, the custodian shall inform the parent(s)/guardian(s) of the right to limit such consent to specific portions of information in the records.

Disposition of Records

The school shall maintain permanent records for an indefinite period. When the student graduates, supplementary records shall be destroyed or shall be transferred to the permanent record if they have permanent usefulness. Tentative records shall be destroyed when the use for which they were collected is ended.

However, tentative records may be placed in the supplementary classification if the continuing usefulness of the information is demonstrated and its validity verified.

¹ Per 34 CFR part 99, "signed and dated written consent" may include a record and signature in electronic form that (1) identifies and authenticates a particular person as the source of the electronic consent; and (2) indicates such person's approval of the information contained in the electronic consent." Per the Standards for Electronic Signatures in Electronic Student Loan Transactions, an electronic signature may include "a shared secret, such as (a) a personal identification number (PIN) or password; (b) a unique credential or token; (c) a computer file or number that corresponds to a biometric measurement uniquely associated with the borrower, such as a fingerprint or retinal pattern; (d) a signature image (a computer file that is created from the scanned image of the borrower's handwritten signature); or (e) a typed name, combined with (a), (b), (c), or (d)."

Section 8000 – Students

8940-R Student Records

8940-R-8

To eliminate unnecessary or outdated information, the official custodian shall review a student's records when the student moves from elementary to a middle school or junior high, from a middle school or junior high to high school and upon high school graduation.

Custodial Discretion in Exceptional Circumstances

If the custodian of student records has special information that would indicate granting or denying access to student records in accordance with these rules would be harmful to the student, he/she may exercise discretion in granting or denying access in a manner other than provided herein.

Student Disciplinary Records

Pursuant to the directive of the Michigan Department of Education of 4/6/04, disciplinary records that concern suspension or expulsion action against the student shall be considered to be a part of the "student's record" and shall be transferred to any private or public school in which the student has enrolled within 30 days after the receipt of the request from a public or private school for the student's record.

Notification

Each school within the District shall disseminate to each student and family at least annually the following statement of rights. Parent(s)/Guardian(s) who are non-native speakers of English shall be provided a translation or otherwise contacted to inform them of these rights.

Disposition

Annual notice shall be given to parent(s)/guardian(s) and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as Directory information. The appropriate forms for said notices are on file in the office of the custodian of the educational records.

STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parent(s)/guardian(s) and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records within 45 school days of the day the District receives a request for access.
 - a. Parent(s)/Guardian(s) or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect.
 - b. The custodian will arrange for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
 - a. Parent(s)/Guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
 - b. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s school student records are forwarded to another school to which the student is transferring.

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- c. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent.
4. The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the “student record” and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
5. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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6. The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State or federal law.
7. The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
8. The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child.

Throughout the school year, the District may release Directory information regarding students, limited to:

- Name,
- Picture,
- Grade level,
- Academic awards, degrees and honors,
- Information in relation to school sponsored activities, organizations and athletics, and
- Major field of study

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student are specifically informed otherwise.

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9. The right to prohibit the release of Directory information concerning the parent(s)/ guardian(s) child to Armed Forces recruiting personnel.

Student information to be released to the Armed Forces is to include:

- Name,
 - Address, and
 - Telephone number.
10. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Washington DC 20202-4605

Section 8000 – Students

8990 Student Fees, Fines, Charges and Deposits (Cf. 8040)

8990

Fees and Charges

Building Principals or designated representatives shall be authorized to collect fees authorized by the Board.

Fines

No fines shall be imposed upon any student provided, however, that school property lost, damaged, or destroyed by a student shall be paid for by such student in accordance with rules and regulations prescribed by the Superintendent.

Deposits

The Board authorizes the Superintendent to charge reasonable deposits on the use of District textbooks or other District instructional materials distributed to students as part of a class or instructional program. Any deposits shall be returned, in full, to the student/parent/guardian upon termination of the use of the textbook or other materials if said items are returned in good and usable condition. The Superintendent and administrative staff shall promulgate appropriate administrative rules and procedures for the handling of and accounting for deposits.

The Superintendent is authorized to reduce or waive any requirements for deposits in proven cases of indigence.

Approved: June 17, 2010

LEGAL REF: MCL 380.1332; 380.1422; R 340.241-243

Section 8000 – Students

8990-R Student Fees, Fines, Charges and Deposits

8990-R

Fees and Charges

At the time of enrollment of classes at the beginning of each school year, the Superintendent will distribute a fee schedule approved by the Board to all building Principals and other school personnel designated by him/her as being authorized to charge and collect certain fees. Such fee schedule shall include:

- A detailed list of all items for which a charge is to be collected;
- The amount of such charges;
- The date due;
- Classifications of students exempt from the fee or charge;
- A system for accounting for and disposing of such fees; and
- An appeal procedure to be used by students or parent(s)/guardian(s) to claim exemption from paying the fees or charges.

Fines

Building Principals shall attempt to collect the justifiable value of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, such amount remains unpaid, the Principal shall report the matter to the Superintendent who shall consult with the school Board's attorney, and they shall jointly recommend a course of action to the Board.

Deposits

Prior to distribution of textbooks to students, a deposit shall be made by the student/parent(s)/guardian(s), if requested by the District, in an amount not to exceed the established value of the textbook.

Students will be charged for loss or damage to a textbook. Teachers and/or aides are to keep a record of all books issued and report charges for loss or damage to the Principal's office at the end of the school year or semester when the textbook is to be returned.

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8990-R Student Fees, Fines, Charges and Deposits

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Reduction or Waiver of Deposits

If the parent(s)/guardian(s) claim, in writing, that the financial condition of the family is such that the family cannot afford to pay deposits for textbooks or other school materials as requested, the Superintendent may reduce or waive the deposit. Eligibility for deposits to be reduced by fifty percent (50%) will be based on the same criteria as used for receiving free or reduced price meals. Under special circumstances, the deposit may be waived entirely based on special hardship information to support the request.

If the deposit is not paid, and no approval is on file for reduction or waiver of the deposit, and if the textbook or other material has been distributed to the student, the District may take appropriate legal action to secure immediate return of the textbook or other materials.