

FLINT COMMUNITY SCHOOLS

“HOME OF THE JAGUARS”



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CODE OF STUDENT CONDUCT

Expect MORE. Achieve MORE.

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DIRECTORY

STUDENT SERVICES

DEPARTMENT OF STUDENT SERVICES & CENTRALIZED ENROLLMENT

Enrollment
Administrative Releases
Attendance Policy Issues
GED Waiver
McKinney-Vento/Foster Care Liaison
Parent/Student Concerns
Pupil Accounting
Student Records
School Safety Office
Student Discipline (appeal of suspension, student intervention, transfers)
Student Grievance-Discrimination
Title IX Coordinator
Transcript
Transfer Permits
Work Permits

(810) 760-1230

(810) 767-6156

LEARNING SUPPORT SERVICES

HEALTH SERVICES

TRANSPORTATION - FIRST STUDENT

(810) 767-6123

(810) 424-4087

(810) 760-1317

SCHOOL INFORMATION

SCHOOL	PHONE	FAX	PRINCIPAL	ASSISTANT PRINCIPAL	SECRETARY
SECONDARY SCHOOLS					
Holmes Middle School Academy (Grades 6-8)	760-1968	760-1624	Donetta Moore (A)	TBD	Tujuana Patton
Southwestern Classical Academy (Grades 9-12)	760-1400	760-7731	Christopher Ochodnick	TBD	Sylvia White
ELEMENTARY SCHOOLS (GRADES K-6)					
Brownell STEM Academy (Grades K-5)	760-1643	760-1538	Shalonda Byas		Dashundra Kelly
Doyle/Ryder Elementary (Grades K-6)	760-5266	760-5118	Natoya Coleman		TBD
Durant-Tuuri-Mott Elementary (Grades K-6)	760-1594	760-7729	Angela Ascencio-Mindlin	Tabatha Shay	Regina Madison
Eisenhower (Grades K-6)	760-1607	760-7457	Eddie Thomas		Forleasdon Harper
Freeman Elementary (Grades K-6)	760-1797	760-6882	TBD		Gidget Arcand
Neithercut Elementary (Grades K-6)	760-1359	760-5133	KaSandra Cookmaster		Queita Roberts-Ferrington
Pierce Elementary (Grades K-6)	760-1386	760-7147	Shamarion Grace		Melody Bondon-McGee
Potter Elementary (Grades K-6)	760-1813	760-7146	Gretchen Shafer		Ashlee Allen
ALTERNATIVE					
Accelerated Learning Academy (Grade 7-12)	760-1805	715-1154	Richard Russell (A)		Sharon Williams
EARLY CHILDHOOD					
Great Start Readiness Program (at Holmes)	767-8018	760-1624	Brandi Fisher		TBD

(A) = Acting

FLINT COMMUNITY SCHOOLS

923 E. Kearsley Street • Flint, Michigan, 48503 • Email: superintendent@flintschools.org • Phone: (810) 760-1000 • Fax: (810) 760-7601

Kevelin Jones
Superintendent

August 2023

Thank you for choosing the Flint Community Schools. As your educational provider, we pledge to care for your children while encouraging them to reach their academic potential. Our theme is "REENERGIZING THE PRIDE, RENOVATING THE PLANS, AND REBUILDING THE POSSIBILITIES!" We are dedicated to the future of Flint Community Schools and this theme carries that sentiment.

Flint Community Schools (FCS) is an environment where scholars, parents and staff continue to develop a community of learners living, working, and contributing to a changing society. It is vital for each graduate to have college and career options and choices available to them.

A safe and supportive environment permits each scholar to interact with their learning and thinking without interruption or distraction. This Code of Student Conduct booklet is the framework and foundation for establishing these surroundings and serves as a guide to understanding the laws, policies, and procedures for our school district.

This Code explains the high expectations we have for each FCS scholar and gives notice of conduct that will not be tolerated and the consequences if such conduct occurs. All staff members will assist scholars in following the 2023-2024 Code of Student Conduct, so we can maintain order during school and school-related events.

Your scholars will review different sections of this Code during school, and we encourage parents and/or guardians to thoroughly review and discuss at home to ensure understanding.

Our goal is to have an outstanding school year filled with academic successes and friendships. As always, "My Goal is Our Success!"



Kevelin Jones
Superintendent

2023 Flint Board of Education

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Dr. Joyce Ellis-McNeal, Vice President
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INTRODUCTION

The Flint Board of Education takes very seriously its responsibility to provide a safe and secure environment for the students and staff entrusted to its care. This Code of Student Conduct (Code) has been prepared as a service to all students, parents, and faculty of the Flint Community Schools. The Flint Board of Education has authorized these policies and procedures to provide the standards and structure necessary to foster that safe educational environment in which students can learn as they mature mentally, physically, emotionally, and socially in the Flint Community Schools. All policies, regulations, definitions, and procedures have been prepared to comply with the laws of the State of Michigan and of the United States regarding the disciplining of general education/special education students. All parents, students, and faculty are expected to become familiar with the contents of this Code.



THE PURPOSE OF THE CODE OF STUDENT CONDUCT IS LISTED BELOW:

- To illustrate expected appropriate and respectful student behaviors,
- To describe violations of the Code and associated interventions and consequences that may be enforced,
- To outline student rights, privileges, and responsibilities, and
- To provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel. This Code also includes a glossary of terms used throughout the document.

WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES

- The Code of Student Conduct applies before school, during school hours, after school, and during school sponsored events.
- When a student is at school (“at school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, off campus event, or at a school-sponsored activity or event whether or not it is held on school premises).
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

Any changes in the Code must be adopted by the Flint Board of Education at a public meeting (see Appendix D).

STUDENT/PARENT RIGHTS

Every student is entitled to those rights of citizenship granted by the Constitution of the United States and the State of Michigan. Specifically, pertinent to the school setting are those rights contained in the First and Fourteenth Amendments that relate to freedom of speech, press, assembly, petition with due process and equal protection.

It is recognized that the school is an academic community composed of students, teachers, administrators, parents, and the community at large. The rules and regulations of the schools are the laws of the community. All those who enjoy the right of citizenship in the school-community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of the community.

IT IS THE STUDENT'S RIGHT TO:

- Attend school in the district in which their parent/legal guardian(s) reside.
- Develop their ideas, beliefs, opinions and express them verbally or in writing.
- Associate and assemble peacefully.
- Submit a written petition to school officials to address complaints.
- Expect that the school shall be a safe place for all students to obtain an education.
- Privacy of their school records.
- Have a student government with representatives selected through open school elections.
- Be afforded a fair hearing in the event of disciplinary action with all the safeguards of due process.
- Expect that the school shall make every effort to safeguard individual rights.

RIGHTS OF EIGHTEEN (18)-YEAR-OLD STUDENTS

Eighteen (18)-year-old students are legally recognized as adults. The policies and procedures set forth in the Code of Student Conduct will apply to all students, regardless of their attainment of the age of majority. Students eighteen (18) years and older have the legal right to:

- Access their student records.
- Represent themselves during disciplinary conferences.
- Be the addressee for their report cards.
- Sign themselves in and out of school and verify their absences.

IT IS THE RIGHT OF PARENTS/LEGAL GUARDIAN(S) TO:

- Express their opinions verbally or in writing.
- Submit a written petition to school officials to address complaints.
- Expect that the school shall be a safe place for all students to obtain an education.
- Privacy of their child's school records.
- Be afforded a fair hearing in the event of disciplinary action with all the safeguards of due process.
- Expect that the school shall make every effort to safeguard individual rights.



STUDENT RECORDS

Access to student records is governed by Michigan's Freedom of Information Act, the Family Education Rights and Privacy Act ("FERPA"), and Board of Education policy as contained in "Guidelines for Collection, Maintenance, and Dissemination of Student Records," a copy of which is available in the principal's office.

Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parent(s)/legal guardian, and to the student. Arrangements for review may be made through the principal, or in the secondary schools, through the Guidance and Counseling Department.

Under the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232 g ("FERPA") and the regulations adopted pursuant thereto, all parent/legal guardian(s) of students under eighteen (18) years of age and all students eighteen (18) years or older have the right to examine "educational records" directly related to those students, which are maintained by the school district in accordance with the terms of the law and regulations. The Board of Education's policy and procedures for inspection, review, and copying of "educational records" with a description of the types of records maintained by the school district and the procedures seeking correction of "educational records" is available from the office of the principal of each school in the school district or the office of the Superintendent of Schools.

Complaints with regard to violation of rights can be submitted in writing to the Family Educational Rights and Privacy Act ("FERPA") Office, Department of Health, Education, and Welfare, 330 Independence Avenue, SW., Washington, D.C. 20201.

Other than in certain exceptional circumstances described in the Board of Education's policy and procedures concerning "educational records," no personally identifiable information from the education records of a student shall be released to

third parties without the prior written consent of the parents/legal guardians, or student more than eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles or athletic rosters, Family Education Rights and Privacy Act ("FERPA") allows the release of certain student information without prior consent. "Directory information," such as a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards achieved.

The most recent previous educational agency or institution attended by the student, date of graduation, and last grade completed shall not be disclosed without the prior written consent of the parent/ legal guardian, or student more than eighteen (18) years of age unless and until written objection to the designation of any or all of this information as directory information is received by the principal of the school that the student attends or last attended. Directory information may be released by the school district for the reasons specified above but will not be disclosed to third parties engaged either directly or indirectly in marketing. Also, photographs of students in an educational or extracurricular setting may be taken as part of the school district's newsletter, newspaper and/or website(s). The purpose of the photographs is to recognize student achievement and activities and will be considered disclosable "directory information," unless written objection is received as required above. Further, as a means of providing additional security for its students, the Flint Community Schools utilizes video cameras on all its buses and in school hallways. Please be advised that, generally, the videotapes are not considered student records and any images of your child that may occur as a result of this videotaping may be reviewed by third parties.

GRIEVANCE PROCEDURES AND FORM

The grievance procedures listed in this section pertain to student and/or parent/legal guardian(s) grievances concerning all issues, except for student discipline. Appeals and reviews of student discipline are covered in the section entitled "Suspension" (see page 27).

STEP I

It is the responsibility of the student or parent/legal guardian(s) to request an informal meeting to discuss and work to resolve their complaints with the staff or building principal before filing a grievance. Should the student or parent/legal guardian(s) not resolve the issue at this level, the student or parent/legal guardian(s) can proceed to Step II.

STEP II

- A. A parent/legal guardian(s) or student may request a grievance from the school office. It must be filled out and returned to the school office within five (5) school days after an incident occurs.
- B. The building principal or their designee will conduct a hearing within five (5) school days from the receipt of the grievance form.
- C. A decision, in writing, will be mailed to the student's home within five (5) school days after the hearing. The principal will additionally

attempt to contact the parties by telephone.

STEP III

- A. Should the student or their parent/legal guardian(s) wish to appeal the decision, a contact in writing should be made to the Director of the Department of Student Services, 923 E. Kearsley Street, Flint, Michigan 48503-1974, within ten (10) school days after receiving the principal's decision.
- B. A hearing will be arranged as soon as possible before the Director of the Department of Student Services and/or the appropriate Executive Director.
- C. The Director of the Department of Student Services and/or the appropriate Executive Director will adjust, revoke, or sustain the original decision within thirty (30) school days of the request for a Step III hearing.
- D. The Director of the Department of Student Services and/or the appropriate Executive Director's decision is final.

Representation at all levels of appeals shall be at the discretion of the parent/legal guardian(s) or the student who has reached the age of majority. The grievant(s) shall be notified that a spokesperson may represent them, providing that the parent/legal guardian(s) shall approve the spokesperson for a minor student.

ADDITIONAL COPIES OF THE GRIEVANCE PROCEDURES MAY BE
OBTAINED FROM THE DEPARTMENT OF STUDENT SERVICES
923 E. KEARSLEY STREET, FLINT,
MICHIGAN 48503-1974, OR BY CALLING
760-1230



GRIEVANCE PROCEDURES AND FORM

Date: _____

Name _____

Address _____

School Attending _____ Parent/Guardian(s) _____

Telephone _____ Grievant _____

Signature of Student _____

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

Statement of Grievance _____

Attach Additional Information as Needed

Date & Time of Incident _____

APPEAL LEVEL II

Disposition _____

Principal _____

Notification of Disposition:

1. Were you advised of the right of representation? _____
2. Are you satisfied with the disposition? _____
3. Do you wish to appeal to Level II? _____

Grievant Signature _____

APPEAL LEVEL III

Disposition _____

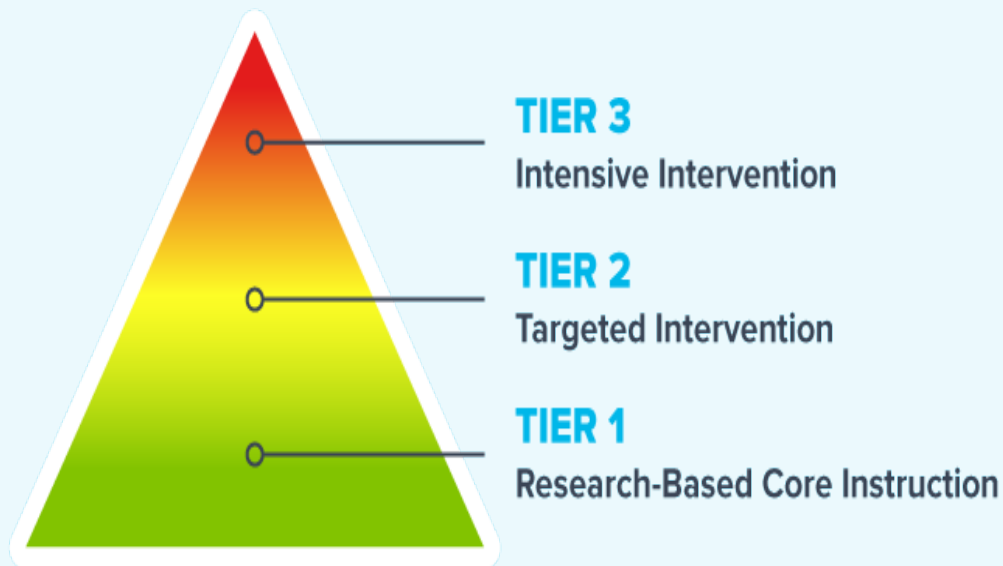
Department of Student Services _____

Executive Director _____

MULTI-TIER SYSTEMS OF SUPPORT (MTSS)

A major component to student success in Flint Community Schools (FCS) is the Multi-Tier Systems of Support framework. Positive Behavior Intervention Supports (PBIS), Restorative Practices, and Trauma Informed school cultures provide platforms for proactive strategies that define, support, and teach appropriate behaviors. The MTSS Framework fosters relationships as a foundation for positive learning environments. FCS's attention is focused on sustaining a three- tiered system of support to enhance student growth.

School staff recognize that utilizing PBIS in maintaining and changing student behaviors involves a continuum of acknowledgments, supports, and interventions. All staff must hold themselves and each other to high standards of professional behavior. Discipline is most effective in an environment where staff members are positive role models for students. Be Safe, Be Respectful, Be Responsible, Be Mindful is our district motto. This mantra outlines the behavioral expectations FCS staff will support, teach, and model. On page 12 there is a matrix of expectations from the PBIS initiative, which outlines how members of our community can support positive behavior and outcomes.



POSITIVE BEHAVIOR IN SCHOOLS (PBIS)

A major initiative in Flint Community Schools (FCS) is Positive Behavior Intervention Supports (PBIS), which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. In conjunction with Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) – an integrated model of support based on several shared functions across behavior and reading –

FCS's attention is focused on sustaining a three-tiered system of support to enhance student growth.

Students often need encouragement, incentives, and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing students' behaviors involved a continuum of acknowledgements, supports, and interventions.

FLINT COMMUNITY SCHOOLS

Be Safe. Be Respectful. Be Responsible. Be Mindful.



EXPECTATIONS MATRIX

	STUDENT	PARENT/GUARDIAN(S)	TEACHERS	BOARD OF EDUCATION
BE SAFE	<p>Report knowledge of violation of school policy, i.e., weapons, drugs, alcohol, etc., on school property.</p> <p>Visibly wear school identification badges during school hours, between the neck and waist. *</p>	<p>Partner with school personnel and community agencies/ groups to communicate concerns that may interfere with a child's education.</p> <p>Teach your child to respect lawful procedures.</p>	<p>Maintain confidentiality of student records/ information as required by the Family Education Rights and Privacy Act (FERPA).</p>	<p>Adopt policies that promote and provide a safe and orderly environment.</p> <p>Maintain confidentiality of student records/ information as required by the Family Education Rights and Privacy Act (FERPA).</p>
BE RESPECTFUL	<p>Respect inherent human dignity, worth and rights of every other individual.</p> <p>Assist in maintenance and improvement of school environment by preserving school property and exercising utmost care while using school facilities.</p>	<p>Teach your child to respect the rights of others.</p>	<p>Respect the individuality of students.</p>	<p>Maintain open communication with all segments of the community to provide students the best possible educational environment.</p>
BE RESPONSIBLE	<p>Attend school daily and be on time to all classes. Study diligently to attain a high level of academic achievement to prepare for college and career opportunities.</p> <p>Study diligently to attain a high level of academic achievement to prepare for college and career.</p> <p>Become familiar with the Code of Student Conduct.</p>	<p>Assist your child in attending school daily and on time.</p> <p>Provide for your child's health, nutrition, personal cleanliness, acceptable grooming, and suitable dress.</p> <p>Provide a time and place in the home for homework and study.</p> <p>Become familiar with the Code of Student Conduct.</p>	<p>Consistently and fairly implement school and district rules as outlined in the Code of Student Conduct.</p> <p>Partner with parent/ legal guardian(s), students and school staff in teaching that reflects district and State standards to prepare students for college and career readiness.</p> <p>Notify parent/legal guardian(s) when a student is at risk of failing a course.</p>	<p>Consistently and fairly hold the Superintendent of Schools and school Employees responsible for application of Board policies.</p> <p>Work collaboratively to adopt clear, understandable policies that support the goals of the school system.</p>
BE MINDFUL	<p>Express their opinions and ideas in a respectful manner without offending others.</p> <p>Dress in a manner that does not interrupt or interfere with the educational process.</p>	<p>Listen to, consult with, understand and trust your child.</p> <p>Encourage and assist your child in becoming self-reliant and independent.</p>	<p>Assist students in becoming self-reliant and independent.</p>	<p>Become familiar with the Code of Student Conduct.</p>

* If lost, replacement cost is \$5.00

DRESS AND APPEARANCE

Parent/legal guardian(s), please ensure that your child(ren) follow the district dress and appearance code. Students should always present a decent appearance and wear appropriate clothing. In order to maintain a positive climate, students shall not wear suggestive or revealing attire that would divert attention from the learning process. Schools are expected to use the following guidelines minimum standards but are encouraged to modify them to meet the uniqueness of their school. (Reference District's Policy 8240)

DISTRICT DRESS AND APPEARANCE

The following items are prohibited:

A. Inappropriate Clothing:

- Dresses, skirts, or shorts shorter than two (2) inches above the knee.
- Clothing that is too tight or revealing
- Pants must be secured at the waist, so undergarments are not visible.
- Shirts not long enough to tuck into pants, shorts, or skirts.
- See-through shirts/blouses, sleeveless shirts/ blouses, tank tops, tube tops, halter tops.
- Outfits (tops & bottoms) with sexually explicit, illegal or socially offensive messages.
- Sagging ripped or low-rider pants. Pajamas and look-a-likes. Visible undergarments.
- Hooded tops of any type, which could conceal the identity of a student or cause an unsafe condition. **(EXCEPTION; during extenuating circumstances hooded tops may be allowed in the building at the discretion of the building administrator)**

- Shirt designs that include "Rest in Peace," "In Memory of ...," or "Free (person's name)."
 - Any type of leggings worn as pants.
 - Flip flops, house shoes, shoes with heels over two (2) inches, or any foot covering deemed to be either a health or safety risk by administration.
- B. Any clothing, colors, bandanas, or insignia deemed to be gang related and/or any outward display of gang-associated behavior as determined by local law enforcement officials. (Reference District's Policy 8245)
- C. Hats, caps, head coverings, coats, and jackets during the class day. Hats and head coverings may be worn if necessary due to religious or medical reasons. All baseball caps and other hats will be placed in lockers and not carried around throughout the school day.
- D. Facial coverings for medical purposes must align with District and State policies, in accordance with the Center for Disease Control (CDC) regulations and governmental policies.
- E. Inappropriate Items (including clothing, book bags, notebooks, and other school supplies) with the following:
- Inappropriate messages or pictures/ photographs deemed obscene.
 - Displaying illegal substances or activities.
 - Displaying messages that are defamatory, socially offensive, or discriminatory toward another group or individual.
 - Anything that could be used as a weapon (e.g., belts, chains, rat tail combs).

ATTENDANCE

It is the policy of the school district of the City of Flint to expect and encourage all students to attend school every day. Students who repeatedly miss school cannot earn credit toward promotion and/or graduation. Standards for each of the elementary and secondary school levels are contained in the district's attendance procedure.

If students are unable to attend school for any part of the day, it is the responsibility of the parent to notify the school of this absence. Parent/legal guardian(s) are ultimately responsible for their children attending school daily. Every effort should be made to limit absenteeism and to discourage truancy. Where appropriate, the district will proceed with community and/or court intervention when there is a flagrant disregard for the district's attendance policy and procedures.

It is essential that the school district provide a safe and orderly environment, as well as a school climate that is nurturing and caring for all students. School personnel recognize that these qualities are essential to providing the educational experience that is so important to prepare students for the future.

DEFINITIONS TO KNOW

Chronic Absenteeism: Students are considered chronically absent if they have missed 10 or more school days for any reason; they can also be considered chronically absent if, for any reason, they miss more than 10 percent of possible school days.

Truancy: Students are considered truant if they have accumulated 10 or more unexcused full day absences in a school year.

COMPULSORY SCHOOL ATTENDANCE UNDER MICHIGAN STATE LAW

MCL 380.1561(1) Except as otherwise provided in this section, for a child who turned age 11 before December 1, 2009, or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday.

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.

SCHOOL DAY!



ATTENDANCE RESPONSIBILITIES

PARENT/GUARDIAN	<ul style="list-style-type: none"> • Making daily school attendance a priority in the home. • Ensuring their children attend school daily and arrive on time. • Providing their current home address, telephone number, emergency number(s), and a list of adults to contact in the event of an emergency. • Notifying the school immediately when a change occurs in address, telephone number, emergency numbers, and emergency contact information. Student's contact information needs to be current in order for schools to deal with any emergency that may arise. • Contacting the school to report the absence when a student is absent from school. • Becoming familiar with the attendance/tardy policy and procedures as listed in the Code of Student Conduct. • Making immediate contact with teachers for make-up assignments and class work that their children have missed during their absence.
STUDENT	<ul style="list-style-type: none"> • Attending school daily and being on time. • Attending all classes and participating fully. • Becoming familiar with and following the attendance/tardy policy and procedures as listed in the Code of Student Conduct. • Making immediate contact upon return with their teachers to make up assignments and class work they have missed during their absence, whether excused or unexcused. • Upon returning to class, the student has five (5) school days from the date of their return to make-up work. Any deviation from this policy is at the principal's discretion.
ADMINISTRATOR	<ul style="list-style-type: none"> • Implementing the attendance/tardy policies of the Flint Community Schools attendance services, assuring that school staff follows attendance/tardy procedures and protocol. • Reviewing attendance of students' daily and run weekly attendance reports to ensure that attendance is accurate and being taken on a daily basis. • Ensuring follow-through as needed, including phone and written communication to parent/legal guardian(s) regarding attendance issues. • Referring students who require attendance services for absences or tardiness.
TEACHER	<ul style="list-style-type: none"> • Following the district attendance/tardy policy procedures and protocol including contacting parent/legal guardian(s) as defined in the district's attendance policy. • Entering into the student information system hourly attendance at the secondary level and morning and afternoon attendance at the elementary level daily. • Notifying designated school personnel of student absences and instances of truancy on a daily basis for investigation and follow-up. • Continually stressing to students, the importance of promptness and daily attendance in educational and business matters and set a positive example through their own contact with classes.



ATTENDANCE POLICY

We realize that students occasionally will have a reason to be absent from school. However, these occurrences should be the exception rather than the rule. Prolonged absences due to illness or other extenuating circumstances will be addressed on an individual basis. Any appeals concerning absences would be processed through the Building Administrator. Failure to attend school on a regular basis may be used as a criterion for the student being retained in their present grade. This policy needs to be posted in the school office, and each semester it will be reviewed by school administrators with all students.

Excused Absence

The following are excused absences from class and do not count towards the total number of absences, but do count toward chronic absenteeism:

- √ School-related activities (e.g., field trips).
- √ Suspensions (both in-school and out-of-school).
- √ Administrative or counselor-initiated meetings.
- √ Documented court appointments.
- √ Illnesses verified by a physician's note- For any extended illness-being out of school for more than 5 days- the parent/guardian should contact the school's main office to ascertain whether the student qualifies for Homebound services.
- √ Death of an immediate family member (mother, father, brother, sister, grandparent); a maximum of three (3) school days will be excused with an obituary to verify death.
- √ A student producing a pass from a valid school staff member (principal, assistant principal, teacher, or counselor).
- √ A student shall be released from school for a day or a portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/legal guardian(s), must be given to the building principal at least 5 days before the day the student is to be absent. LEGAL REF: MCL 380.1231; 380.1571; 380.1577; 380.1586-1589; R 340.71; AG Opinion #6467, #5414

Integration of PBIS and Attendance

The importance of excellent attendance is recognized by the Flint Community Schools District and therefore, each school is charged with developing an attendance incentive program which will recognize and promote a standard of excellent student attendance. (A letter from the Superintendent could be a starting point of this program). Each school will develop an incentive program to recognize and promote good attendance. This policy needs to be posted in the school office, and each semester it will be reviewed by school administrators with all students.

The following procedures will be used when dealing with absences:

Elementary School Attendance Policy (K-6th Grade)

- Five (5) tardies equals ½ school day absence.
- A pattern of consistent tardiness and early removal should be dealt with by school staff intervention and the possibility of filing an educational neglect petition with the Genesee County Family Court.
- After four (4) unexcused absences from school, the teacher will notify the parent by phone or letter sent via U.S. mail.
- At the sixth (6) unexcused absence from school, the teacher will send a letter via U.S. mail requesting a parent conference. Students will be referred to the Student Assistance Team (SAT) for intervention.
- The teacher will notify the principal/designee in writing when a student has eight (8) unexcused absences. The principal/designee will send a letter via U.S. mail to the

parent/legal guardian(s) regarding the attendance concerns and schedule a parent conference. A student intervention referral form will be completed at this time, and the student will be referred for additional attendance intervention.

- After twelve (12) unexcused absences, the parent/legal guardian(s) and the school personnel will have a conference concerning the student's attendance problems. The parent will be informed at that time of the possibility of an educational neglect petition being filed if the attendance problem is not corrected.
- If a student reaches fifteen (15) unexcused absences, the parent/legal guardian's name may be submitted to the Genesee County Family Court and/or the Prosecutor's Office for truancy or educational neglect.

ELEMENTARY SCHOOL DEFINITIONS

TARDY: A student arrives one (1) minute after the morning instructional bell rings up to an hour after the instructional bell rings.

ABSENCE ½ DAY: A student arrives one (1) hour after the morning instructional bell rings, but before lunch OR a student who comes in the morning and leaves after lunch break.

FULL DAY: A student arrives after the afternoon lunch bell OR a student who comes in the morning, but leaves any time before lunch break.



Secondary Attendance Policy (7th-12th Grade)

- The parent/legal guardian(s) are to be contacted on the fourth (4) unexcused absence by the teacher. This contact will be made by telephone or letter via U.S. mail.
- At the sixth (6) unexcused absence, the principal/designee will send a letter via U.S. mail further stressing the seriousness of the child's attendance problem. The student will be referred to the Student Assistant Team for intervention.
- At the eighth (8) unexcused absence, a parent conference will be scheduled, and the Department of Student Services will be contacted.
- At the twelfth (12) unexcused absence, the parent/legal guardian(s) will be notified via U.S. mail that the student is in jeopardy of their grade being lowered after three (3) more absences.
- Any student reaching fifteen (15) unexcused absences in any class will have their grade lowered one (1) letter grade.
- Students under the age of eighteen (18), who have exceeded the fifteen (15) unexcused absences and are not making any effort to improve his or her attendance, will be referred to the Department of Student Services, to initiate a petition for truancy with the Genesee County Family Court.

Tardy Policy for Secondary Schools

- The teacher will handle the first two (2) tardies per class per semester.
- 3rd Tardy = referral to the counselor/assistant principal for parent notification.
- 4th Tardy = one absence; parent conference with teacher.
- 5th–7th Tardy = referral to the assistant principal for disciplinary action.
- 8th Tardy = two absences; parent conference with principal.
- When a student is tardy four (4) times, it will equal one (1) absence. If the tardiness continues and **exceeds 15 unexcused absences**, and the student is under the age of sixteen (16) years old, a truancy/educational neglect petition will be initiated with the Genesee County Family Court.

SECONDARY SCHOOL DEFINITIONS

TARDY: A student not seated in the classroom when the tardy bell rings.

ABSENCE DAY: A student arrives to the class after the first twenty (20) minutes of the class period **OR** failure to remain in the class for at least thirty (30) minutes.



SCHOOL BUS RULES AND REGULATIONS

When a student steps aboard a Flint Community Schools bus, they are in school in an “*extended classroom*.” Hence, the student is subject to all rules, rights, and responsibilities of the Code of Student Conduct.

Only students eligible for transportation will be permitted to ride the buses. Each eligible student will be assigned to use one specific bus stop and will not be permitted to use any other without written permission from the Transportation Department.

Riding the bus is a privilege and students riding buses must obey all rules and regulations.

The driver is in charge of the bus and students shall render them the same respect and courtesy given a teacher.

While waiting for the bus:

- A. Dress appropriately.
- B. Get to your bus stop five (5) minutes early.
- C. Stay back from the edge of the road.
- D. Stand quietly - respect other people's property.
- E. Do not push.
- F. Do not throw objects.
- G. Stragglers will be left behind as the driver has a schedule to maintain.
- H. Stand in a single file line and wait until the bus comes to a complete stop before attempting to get on.

When boarding or leaving the bus:

- A. Watch your step.
- B. Step on and off promptly and quietly.
- C. Use the handrail.
- D. Show your bus pass when boarding the bus.
- E. Go directly to your seat.
- F. No pushing or shoving.
- G. Take 10 big steps away from the bus when exiting.

- H. Cross properly only in front of the bus.
- I. Stop before you cross an open road area and look at the driver, beware of passing cars.

While on the bus:

- A. Fill the back seats first when getting on the bus or sit in your own seat if one has been assigned.
- B. Do not do anything that distracts the driver's attention; talk in low voices.
- C. All students must be seated while the bus is in motion.
- D. Keep feet and articles out of the aisle.
- E. Never throw objects on, off or at the bus.
- F. Keep your head and arms inside of the bus.
- G. Help keep the bus clean by depositing trash in the trash receptacle upon exiting the bus.
- H. Be silent when crossing railroad tracks.
- I. Do not shout, whistle, or gesture from the bus window.
- J. Eating and drinking on the bus are not permitted.
- K. Use of tobacco and/or vape pens is not permitted.
- L. The rear door must never be opened except in an emergency.
- M. Glass containers are not allowed.
- N. Radios/headsets, tape/CD players, cell phones, whistle, or other electronic devices are not to be used/played or operated on the school bus.
- O. Skateboards, inline skates, and hockey sticks are not allowed on the bus unless contained in an appropriate case or part of a field trip where needed.
- P. No animals, reptiles, or any other living creatures are allowed on the bus.

IN CASE OF EMERGENCY OR ACCIDENT

1. Remain calm, stay in your seat.
2. Listen for the driver's instructions.
3. Exit promptly, if and when instructed.
4. Report any injuries to officials

STUDENT CONDUCT ON SCHOOL BUSES, RULES, AND REGULATIONS FLINT BOARD OF EDUCATION TRANSPORTATION CODE

1. The safety and conduct of students while going to a bus stop are the responsibility of the parent/legal guardian(s). The school recognizes a secondary responsibility to assist and cooperate with the parent/legal guardian(s).
2. The driver is responsible for maintaining order on the bus. The bus is an extension of the classroom.
3. If an incident occurs and it becomes necessary for the driver to take action to maintain order, the driver must record the circumstances of the incident on a "Bus Discipline Referral Report Form" and send the report to the principal. One copy of the report will stay at the transportation office.
4. The school bus driver must know the disciplinary procedures provided by the Flint Board of Education, as set forth in the Code of Student Conduct and in school board policies pertaining to student rights and responsibilities and student discipline.
5. The bus driver has no authority to slap, spank, or abuse any child. In no event shall the driver of the bus use force to discipline a child other than to break up a fight between students, to stop an assault on the driver or others, or to stop behavior which could cause an accident.
6. If a student is causing problems on the bus, the driver will complete the run and upon their return report the incident on a "Bus Discipline



Referral Form" in addition to giving a verbal report to the principal/designee.

7. Upon receipt of such a complaint, the principal/ designee, after a thorough investigation shall take appropriate disciplinary action in accordance with the Code of Student Conduct. It should be noted that depending on the severity of the infraction of the rules, "appropriate disciplinary action" could possibly mean suspension from school and/or either temporary or permanent denial of bus transportation.
8. At any time during the investigation or interpretation of a student disciplinary case, the principal/designee may need to discuss details of the incident with the driver of the bus involved and/or the transportation supervisor. Such a request for a conference shall be honored.
9. If the disciplinary action taken by the principal/designee does not meet the expectations of the transportation manager, the Department of Student Services will review the information and make a final determination in the case.
10. Similarly, the student involved shall have the right to appeal as described in the Code of Student Conduct.
11. The City of Flint has an ordinance prohibiting smoking on the bus. This prohibition applies to the driver as well as to the passengers, even when the bus driver is alone on the bus.
12. At the end of each run, the bus driver will check the bus for items left by students and for any possible vandalism to the bus. Vandalism must be reported to the transportation office for repair. The bus driver will also report any possible suspects to the principal/designee's office in writing for corrective action.
13. Transportation to and/or from any detention shall be the responsibility of the parent/legal guardian(s).

ELECTRONIC DEVICES/CELL PHONES

The **use** of cell phones and other electronic devices is not allowed on school property or school buses during the school day. Electronic devices include, but are not limited to, MP3 players, cameras, tape/CD players, video game devices, iPads, notebooks, tablets, eBooks, personal laptops, laser pointers, radios, pagers, beepers, walkie-talkies (long/short range), portable CB radios, portable short-wave radios, portable police scanning devices, and their earphone attachments, such as, but not limited to, ear buds, Bluetooth, and headphones.

If these devices are found in **use**, they will be confiscated and released to the parent/legal guardian(s) at the administrator's discretion. The recording of any event on school property, unless otherwise approved by administration, is subject to disciplinary action.

NOTE: At the discretion of building administrators, certain electronic devices may be allowed for special projects.



**THE DISTRICT IS NOT
RESPONSIBLE FOR ANY
LOST, STOLEN, DAMAGED,
OR CONFISCATED ITEMS.
(REFERENCE DISTRICT'S
POLICY 8305)**



INTERVENTIONS AND CONSEQUENCE/DENIAL OF EDUCATIONAL PARTICIPATION

A student entering the Flint Community Schools becomes a member of our group. For that group to function effectively, each member needs to think not only about themselves, but about the other members of our group as well. Infractions should be fairly investigated. Interventions and Consequences help maintain the balance between the rights of the individual and the rights of the community.

A student who is not in class has less opportunity to learn. Interventions and Consequences, where possible, should keep the student in the school setting engaged in learning activities. However, to maintain effective learning conditions, it may be necessary to deny certain students' educational participation in a progressive manner. Denial of participation may be made, with the limitations of the Michigan General School Laws, for reasons of persistent disobedience or gross misdemeanor. "Gross misdemeanor" means a willful or malicious act of detriment to the school. The misconduct must be more than a petty or trivial offense against school rules. "Persistent disobedience" means recurring cases or instances of refusal to obey school officials and to comply with school rules and regulations.

ADMINISTRATIVE INTERVENTION

Disciplinary action that does not result in a student being suspended from school may include removal of a student from a class period, reprimand, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending non-classroom school functions, activities, events, etc.

PHYSICAL INTERVENTION/RESTRAINT BY STAFF

Flint Community Schools does not permit employees to use corporal punishment (the use of or threat of physical punishment to change behavior) on a student. Physical Intervention/Restraint

involves direct physical contact that prevents or significantly restricts a student's movement. Physical intervention/Restraint is a last resort in emergency situations and only if the pupil's behavior poses an imminent risk of safety of the pupil or others and immediate intervention is required.

Employees are permitted to use physical intervention/restraint upon a student:

1. To prevent imminent injury to all persons including students and staff or to stop a physical assault, or to break up a fight, or take a weapon.
2. To physically escort a student who is engaging in behavior disruptive to the educational environment and who has failed to comply with verbal directions to stop such behavior. Physically escorting is the touching or holding of a student with a minimum use of contact for the purpose of directing movement from one place to another.

The building principal/designee shall notify the student's parent/legal guardian(s) immediately and in writing within one (1) school day or seven (7) calendar days (whichever is earlier) when physical intervention/restraint was necessary. A complete written description of the incident and why such action was necessary will be immediately filed with/ or by the building principal/designee.

DETENTION

As an alternative disciplinary method, the principal may schedule a student for detention. Detention shall meet daily, after regular school hours, with each session equal in time to a normal class hour. It shall serve as an alternative to a suspension for students involved in minor disciplinary infractions.

The detention may be organized in such a fashion as to serve the needs of each individual school, but shall be obligated to follow these basic guidelines: Schools offering detention as an intervention shall list those violations of the Code of Student Conduct and

make this information known to the student population.

- A. The school shall plainly show the student to be in violation of the Code of Student Conduct following an investigation.
- B. The school shall afford adequate staff supervision to ensure a serious academic atmosphere.
- C. The student and their parent/legal guardian(s) shall be given the option of selecting either the suspension usually levied for a certain offense or attending the detention for a period of time stipulated by the principal/designee.
- D. The student shall be obligated to abide by his/her decision in this matter. Should they select the detention and fail on any occasion to meet that obligation, they shall serve the suspension originally designated for the offense in question. Similarly, should the student select suspension, they shall serve their penalty in that fashion.
- E. In all cases, the parent/legal guardian(s) shall be fully informed either verbally or in writing by the school of the student's offense, the options given, and the final option selected by the student.

BEHAVIORAL PROBATION

Any student who has been involved in an infraction of school rules may be placed on behavioral probation in addition to, or in lieu of, other disciplinary action by the Department of Student Services, the school principal/designee or duly authorized agent. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges.

If the student is further involved in an infraction of school rules during the probationary period, they shall be suspended or denied certain extracurricular privileges under the stipulations set forth in the probationary agreement.

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

The student may be placed on probation under the supervision of an administrator, teacher, or counselor. This arrangement must be mutually agreed upon by the student and the staff member overseeing the probation. If mutual consent cannot be reached, the administrator/staff member will be appointed by the principal.

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff.

RESTORATIVE PRACTICES

Flint Community Schools uses a set of principles and practices to build community, respond to harm/conflict, and provide individual circles of support for students throughout FCS. After an incident involving conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and opinions, identify what happened, describe how it affected everyone, and find solutions to make things better.

TRAUMA-INFORMED CARE

Trauma-Informed Care is an approach that implements trauma-specific interventions and/or responses that are designed specifically to address the consequences of trauma and facilitate healing.

STUDENTS WITH DISABILITIES

Section 612(a)(1) of the Individuals with Disabilities Education Act (IDEA), states that a Free and Appropriate Public Education (FAPE) is available to all students with disabilities residing in the state, including students with disabilities who have been suspended or expelled from school.

A student with a disability who is removed from his/her current placement under “special circumstances” (irrespective of whether the behavior is determined to be a manifestation of the student’s disability) or removed under “school personnel authority” shall continue to receive educational services, so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student’s IEP; and receive, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications, that are designed to address the behavior violation so that it does not recur.

Students who are receiving special education services are expected to follow the district’s rules the same as is expected of any student. Being a special education student does not prevent the student from being suspended. All due process rights will be followed. Special education students who are recommended for suspension for more than ten (10) school days or cumulative suspension days greater than ten (10) school days within a calendar year must have a Manifestation Determination Review and an Individualized Education Plan Team meeting to determine if the behavior is a manifestation of the student’s disability.



MANIFESTATION DETERMINATION

Except as provided under “school personnel authority,” within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of a Code of Student Conduct, the local educational agency, the parent/legal guardian(s) and relevant members of the IEP Team (as determined by the parent/legal guardian(s) and the local educational agency) shall review all relevant information in the student’s file, including the student’s IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by or had a direct and substantial relationship to the student’s disability, **OR**
2. If the conduct in question was the direct result of the local educational agency’s failure to implement the IEP.

If the local educational agency, the parent/legal guardian(s), and relevant members of the IEP Team determine that either the conduct in question was caused by or had a direct and substantial relationship to the student’s, disability, or the conduct in question was the direct result of the local education agency’s failure to implement the IEP, then the conduct shall be determined to be a manifestation of the student’s disability.

If the local educational agency, the parent/legal guardian(s), and relevant members of the IEP Team make the determination that the conduct was a manifestation of the student’s disability, the IEP Team shall:

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such student, provided the local educational agency had not conducted such assessment prior to such determination before a behavior that resulted in a change in placement.

2. Review the behavioral intervention plan if the student already has such a behavioral intervention plan and modify it, as necessary, to address the behavior; and
3. Except as provided under “special circumstances, (18 USC 1365)” return the student to the placement from which the student was removed, unless the parent/legal guardian(s) and the local educational agency agree to a change of placement as part of the modification of the behavioral intervention plan.

NOTIFICATION

The date on which the decision to take disciplinary action is made, the local educational agency shall provide written notice to the parent/legal guardian(s) of that decision and provide a copy of the procedural safeguards accorded under this section.

DETERMINATION OF SETTING

The interim alternative educational setting shall be determined by the IEP Team.

APPEAL

The parent/legal guardian(s) of a child with a disability who disagrees with any decision regarding placement or the manifestation determination under this subsection, or a local educational agency that believes that maintaining the current placement of the student is substantially likely to result in injury to the student or to others, may request a hearing.

AUTHORITY OF A HEARING OFFICER

A hearing officer shall hear and make a determination regarding an appeal. In making the determination, the hearing officer may order a change in placement of a student with a disability. In such situations, the hearing officer may:

- Return a student with a disability to the placement from which the student was removed, **OR**

- Order a change in placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or to others.

PLACEMENT DURING APPEALS

When an appeal has been requested by either the parent/legal guardian(s) or the local educational agency:

- The student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period provided for under “additional authority,” whichever occurs first, unless the parent/legal guardian(s) and the state or local educational agency agree otherwise; and
- The state or local educational agency shall arrange for an expedited hearing which shall occur within twenty (20) school days of the date the hearing is requested and shall result in a determination within ten (10) school days after the hearing.

PROTECTION FOR STUDENTS NOT YET ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES

A student who has not been determined to be eligible for special education and related services and who has engaged in behavior that violates the Code of Student Conduct may assert any of the protections provided in the IDEA if the local educational agency had “knowledge” (see below) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

BASIS OF KNOWLEDGE

A local educational agency shall be deemed to have knowledge that a student is a student with a disability if, before the behavior that precipitated, the disciplinary action occurred:

- The parent/legal guardian(s) of the student has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the student, that the student is in need of special education and related services.
- The parent/legal guardian(s) of the student has requested an evaluation of the student, **OR**
- The teacher of the student or other personnel of the local educational agency have expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education of such agency or to other supervisory personnel of the agency.

EXCEPTION

A local educational agency shall not be deemed to have knowledge that the student is a student with a disability if the parent/legal guardian(s) of the student has not allowed an evaluation of the student or has refused services under protections for students, who is not yet eligible for special education and related services or until the student has been evaluated and it was determined that the student was not a student with a disability.

CONDITIONS THAT APPLY IF NO BASIS OF KNOWLEDGE

If a local educational agency does not have knowledge that a student is a student with a disability prior to taking disciplinary measure against the student, the student may be subjected to disciplinary measures applied to students without disabilities who engaged in comparable behaviors.

LIMITATIONS

If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parent/legal guardian(s), the agency shall provide special education and related services except that, pending the results of the evaluation, the student shall remain in the educational placement determined by school authorities.

REFERRAL TO AN ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES

Nothing in the IDEA shall be construed to prohibit an agency from reporting a crime committed by a student with a disability to appropriate authorities or to prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with a disability.

TRANSMITTAL OF RECORDS

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.



SUSPENSIONS (FEWER THAN 60 SCHOOL DAYS)

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section MCL 380.11a; MSA 15.401a of the Revised School Code. A student may be suspended from school for a definite period of time by the principal/designee for persistent disobedience or gross misdemeanor.

PRE-DISCIPLINARY FACTORS

Effective August 1, 2017, all the following factors must be considered before suspending or expelling a student:

- A. The student's age.
- B. The student's disciplinary history.
- C. Whether the student has a disability.
- D. The seriousness of the violation or behavior committed by the student.
- E. Whether the violation or behavior committed by the students threatened the safety of any pupil or staff member.
- F. Whether restorative practices will be used to address the violation or behavior committed by the student, **AND**
- G. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Parents have the right to request documentation of this pre-disciplinary process.

P.A. 103 "SNAP" SUSPENSION

A teacher may suspend a student from their class, subject, or activity for up to one (1) full school day at the elementary level and one (1) class hour at the secondary level if the teacher has good reason to believe that the student engaged in any of the following types of conduct in class:

- A. Throwing objects that can cause bodily injury or property damage.
- B. Fighting.

- C. Directing profanity, vulgar language, or obscene gestures toward the teacher or other students.
- D. Violating safety rules as outlined in the Code of Student Conduct or classroom rules.
- E. Willfully failing to respond or carry out a reasonable directive given by the teacher.
- F. Expressing racial or ethnic slurs toward the teacher or another student.
- G. Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence.
- H. Harassing, threatening, or committing intimidating acts.
- I. Repeatedly violating classroom rules and/or Code violations.
- J. Destroying/defacing school property.

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is a denial to a student of the right to attend school and to take part in any school function for any period of fewer than sixty (60) school days.

IN-SCHOOL SUSPENSION

Where resources are available, students may be required to complete their regular class assignment in a specially designated supervised room for a prescribed period of time or until they are able to resume regular classroom instruction. This in-school suspension is for single-hour classes only.

SUSPENSION PENDING PARENT CONFERENCE

The conference with the parent/legal guardian(s), student, teacher, and an administrator present, should be held as soon as can be mutually arranged.

Upon completion of the conference, the student will be reinstated to the class or classes from which the student had been suspended. Should the parent/legal guardian(s) fail to appear for a conference within three (3) school days, the student shall be returned to class. In every case, the parent/legal guardian(s) shall be notified.

SHORT-TERM SUSPENSION (UP TO 10 SCHOOL DAYS)

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function under the auspices of Flint Community Schools for a period of time up to and including ten (10) school days. The principal/designee may invoke a short-term suspension only after investigating the misconduct following these procedures:

- A. The student and the parents/legal guardians will be notified of the charges.
- B. Information from individuals having knowledge of the incident will be accepted. The student involved shall have the opportunity to provide a description of the incident and to offer witness statements on their behalf.
- C. The student subject to disciplinary action shall be given the opportunity upon their request or that of the parent/legal guardian(s) to face his/ her accuser.
- D. A short-term suspension shall be levied solely at the discretion of the building principal based on the findings of the investigation. Once a principal/designee has determined that a short-term suspension is in order, they shall follow the procedures for implementing a short-term suspension from school.

IMPLEMENTING A SHORT-TERM SUSPENSION FROM SCHOOL

When a student is suspended for ten (10) school days or fewer, the principal/designee shall:

1. Immediately notify the parent/legal guardian(s) of the school's action and

inform them that their child is being sent from the building. If the principal/designee cannot reach the parent/ legal guardian(s), the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four (24) hours, a letter must be sent informing them of the school's action. The principal/designee may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

2. Notices will be sent to the student, their parent/legal guardian(s), the Department of Student Services, and Executive Director, stating the rule violated, the student's misconduct, the length of the suspension, and the principal's/ designee's reason for action.
3. Every effort will be made to hold a conference with the student's parent/legal guardian(s) before or at the time the student returns to school. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
4. All documentation concerning the misconduct will be kept on file.

LONG-TERM SUSPENSION (11-59 SCHOOL DAYS)

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of ten (10) school days, and not to exceed fifty-nine (59) school days. The principal/designee may invoke a long-term suspension only after following these procedures:

- A. Notify the student and the parent/legal guardian(s) of the charges.
- B. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his/ her side of the problem and to

have persons give information on their behalf.

- C. The student subject to disciplinary action shall be given the opportunity upon their request or that of the parent/legal guardian(s) to face his/ her accuser.
- D. Should the review by the Department of Student Services take longer than ten (10) school days, the student should be allowed to attend classes from the conclusion of the tenth day until the review is completed.
- E. If, after the review, the Department of Student Services concurs with the decision of the principal/designee, the principal/designee shall follow the procedures for implementing a long-term suspension from school.

IMPLEMENTING A LONG-TERM SUSPENSION FROM SCHOOL

When a student is suspended for more than ten (10) school days, but not to exceed sixty (60) school days, the principal/designee shall:

- 1. Immediately notify the parent/legal guardian(s) of the school's action and inform them that their child is being sent from the building. If the principal/designee cannot reach the parent/legal guardian(s), the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four (24) hours, a letter must be sent via U.S. mail informing them of the school's action. The principal or their designee may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.
- 2. A conference with the student and their parent/legal guardian(s) will be scheduled to review the reasons for the suspension and arrange for any make-up work. The student and/or parent/legal guardian(s) may have legal counsel, an advocate, or other representatives (limited to two persons) at this meeting. A student who has reached the age of majority may waive this provision and

represent themselves in the conference.

- 3. Notices will be sent to the student, their parent/legal guardian(s), and the Department of Student Services, giving the following details:
 - i. The student's misconduct.
 - ii. The rule violated.
 - iii. The length of the suspension.
 - iv. The right to appeal, to whom the appeal must be directed (see appeals process), and the fact that the appeal must be registered within five (5) school days of the receipt of the statement by mail.

NOTE ON APPEALS

At all steps of appeal, the student and his/her parent/legal guardian(s) have the right to be represented by a spokesperson of their own choosing, providing the following specifications are met:

- The parent/legal guardian(s) must be present and give his/her verbal consent for such representation. If not present, the parent/legal guardian(s) must give written consent for such representation. Students having reached the age of majority may waive the requirements.
- In addition to the parent/legal guardian(s), no more than two (2) such persons may represent a student in any given conference.
- At appeal steps 2, 3, and 4, the person or persons hearing the appeal shall notify the parent/legal guardian(s) of their decision concerning the appeal within three (3) school days from the date of the hearing. The person representing the next appeal step, as well as those persons having heard the appeal previously, should also be notified.

COUNTING SUSPENSION DAYS

Suspension days shall be counted as follows:

- A. The day the student left school will be counted as a part of the suspension providing, they were denied class participation before 12 noon of that day.
- B. The suspension shall terminate at 12 midnight on the day listed as the last day of the suspension.
- C. Times when school is not officially scheduled are not counted as part of the suspension time.

MAKE-UP WORK FOR SUSPENSION

The school **MUST** encourage the student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within five (5) school days from the date of returning to classes, unless otherwise mutually agreed upon by the building principal/designee, the student, and the teacher involved.

APPEALS AND REVIEWS OF SUSPENSION

A suspension may be appealed by the student and/ or parent/legal guardian(s). Appeals must be made within five (5) school days of the receipt of the notification of said suspension and must be directed to the building principal/designee (step 1). If that appeal is denied, further action may be taken as outlined below.

SHORT-TERM SUSPENSION (1-10 SCHOOL DAYS)

STEP 1

An appeal for a suspension of ten (10) days or fewer may be made to the building principal in writing within five (5) school days. In cases of suspension of three (3) school days or fewer, the suspending administrator's decision will be final.

STEP 2

Further appeal may be made in writing to the Department of Student Services. A representative will review all information. Based upon this review, the Department of Student Services will adjust, revoke, or sustain the suspension.

LONG-TERM SUSPENSION (11-59 SCHOOL DAYS)

STEP 1

Appeals for suspensions of more than ten (10) school days and not exceeding fifty-nine (59) school days may be initiated with the building principal/designee in writing, as the appellant may prefer within five (5) school days.

STEP 2

Additional appeal may be made to the Department of Student Services in writing. Following review, the Department of Student Services will adjust, revoke, or sustain the suspension.

STEP 3

Further appeal may be made to the Superintendent of Schools/designee by scheduled conference.

Based upon the review, the Superintendent of Schools/designee will adjust, revoke, or sustain the suspension.

STEP 4

Final appeal may be made to the Board of Education, or a committee of Board members designated for this purpose.



EXPULSION (60 OR MORE SCHOOL DAYS)

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function for sixty (60) or more school days. Following expulsion, the student will not be readmitted to any unit of the Flint Community Schools other than a designated Expulsion Program, so long as the order of expulsion remains in effect.

The Board of Education may expel a student upon the recommendation of the Superintendent of Schools/designee and the principal/designee of the school attended by the student.

A written notice will be sent to the student and parent/legal guardian(s) stating the offense committed by the student, and a hearing will be set as required by law.

The principal may immediately remove the student from school if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

The principal shall immediately notify the Director of the Department of Student Services of the recommended expulsion, including all required documentation within (5) five school days.

The Director of the Department of Student Services shall immediately notify the Superintendent of Schools/designee of the recommendation of the principal and of the alleged offense. If the Superintendent of Schools/designee concurs with the recommendation of the principal, the Superintendent of Schools shall notify the principal. This notification shall include a statement of the offense, and the date, time and location of the hearing. The student is entitled to representation at the hearing.

A Board of Education Hearing Panel shall convene at the date, time, and location set forth in the notice or at any adjourned date agreed upon between the student, their parent/legal guardian(s), and the Board of Education. The hearing panel shall hear

all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the hearing panel shall advise the Board of Education of its recommendation. At the next regular Board of Education meeting the recommendation shall be acted upon. The decision will be issued in writing. The Superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/ her parent/guardian(s).

All permitted or required notices shall be delivered to the person or persons entitled thereto or sent by registered mail, return receipt requested.

Subsequent to the expulsion, a complaint shall be filed, as required by law, with the Michigan Department of Human Services. (Reference District's Policy 8350).

READMISSION OF AN EXPELLED STUDENT

An expelled student and/or parent/legal guardian(s) may petition for the student's readmission to the Superintendent of Schools. The request must be made in writing and will be acted upon by the Superintendent of Schools. Students, who are enrolled in grades five (5) or below at the time of expulsion will be expelled for a maximum of ninety (90) school days. Students, who are in grades six (6) or above at the time of the expulsion, will be expelled for a maximum of 180 school days.

If the anniversary date of the act which led to the expulsion occurs beyond ten (10) weeks of the start of a new semester, and if the Superintendent of Schools approves the student's petition for readmission, placement may take place at the beginning of the semester following the anniversary date of that act which led to expulsion.

An expulsion reinstatement committee, appointed by the Board of Education, shall make a recommendation to the Superintendent based upon a thorough review of the case and an assessment of the student's compliance with the conditions stipulated for their readmission

presented to them shortly after the expulsion. This recommendation will be reviewed by the superintendent recommendation will be reviewed by the superintendent for approval or modification and submitted to the Board of Education for informational purposes. (Reference District's Policy 8080)

LEVELS OF INTERVENTIONS AND CONSEQUENCES FOR VIOLATIONS OF THE CODE OF STUDENT CONDUCT

The following section includes levels that are intended to guide administrators and teachers to use progressive interventions to change student behaviors.

The first two levels of progressive discipline point to Classroom and Teacher Initiated Interventions that highlight faculty actions aimed at addressing behavior.

Administrative Level Interventions and consequences require an Office Referral and Parent/ Guardian notification.

Moreover, if a behavior is deemed a criminal offense by local authorities and such offense is not identified in this Code of Student Conduct, the consequence may be expulsion from the Flint Community Schools.

Levels of consequences and options for progressive interventions follow.

Repeated chronic or cumulative offenses may require higher levels of interventions/ consequences.

For serious violations, interventions/consequences may begin at a higher level.



1

Teachers use the following interventions to help students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.

Classroom Level Interventions

1. Reinforcement of appropriate behavior
2. School-issued uniform
3. Teacher conference with student
4. Written reflection about incident
5. Letter of apology
6. In-class time-out
7. Loss of privilege
8. Behavior contract with student
9. Seat change
10. Time-out in another class
11. Parent Contact

2

Appropriate when Level 1 Interventions have been ineffective

Teachers use the following interventions to help students change behavior in the classroom by using resources outside of the classroom. In some cases, referral to the school administrator may be necessary.

Teacher Initiated Interventions

Peer Mediation
Confiscation of item
Behavior Specialist/Family Engagement Liaison

Parent/Guardian Involvement:

Interventions

1. Phone Call/Letter
2. Conference with parent/guardian
3. Behavior contract with student & parent/guardian
4. Conference with administrator & parent/guardian
5. Parent accompany student to class
6. Class/schedule change
7. Referral to counselor/social worker
8. SNAP suspension

3

Appropriate when Level 1 & 2 Interventions have been ineffective

Office referral required

Parent/Guardian notification required

Administrative Interventions

Administrative Level 1 (School)

In-school

Campus clean-up Detention
Alternative school-based programs SAT Team
Individualized Instruction Behavior Contract

Out-of-school

Community Service
Referrals to external supports/services
Suspension (Up to 5 days)

Administrative Level 2 (School)

In-school

Restricted activity Modified schoolday
Alternate school-based programs

Out-of-school

Referral to Alternative Learning Program
Referrals to external supports/services
Suspension (Up to 10 days)

Administrative Level 3 (District)

Long-term suspension (10+ days)

VIOLATIONS OF THE CODE OF STUDENT CONDUCT GLOSSARY

The following glossary will be used to determine the length of suspension/expulsion for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. Any violation of state or local laws will be promptly reported to the appropriate law enforcement authorities.

Length of suspensions/expulsions should be progressive unless otherwise warranted or required by law. The nature of the offense, the number of offenses, and the level of progressive discipline should be considered when determining the length of the suspension. All pre-disciplinary factors are on page 27.

Suspension/expulsion may be immediate and long term for such serious behaviors as physical assault, weapons, arson, and vandalism.

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of the Board policy and/ or the Code of Student Conduct.



VIOLATIONS OF THE CODE OF STUDENT CONDUCT GLOSSARY

Alternatives to suspension can be found under Administrative Interventions on page 22.

ADMINISTRATIVE LEVEL 1

Suspensions up to Five (5) School Days for the Following Offenses:

CLOSED CAMPUS

Leaving the school premises without authorization during the student's scheduled class hours and/or the lunch hours. (Reference District's Policy 8090)

DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS

The act of presenting unauthorized material (including petitions), which contain obscenities, derogatory statements, or are not within the bounds of reasonable conduct. All distributed material must be approved by the building principal.

FORGERY

The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

GAMBLING

The act of playing a game for money or property (this also includes the possession of paraphernalia for gambling, i.e., dice, cards, etc.).

INDECENCY IN BEHAVIOR

The act of offending against commonly recognized standards of propriety, health, or safety. Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

INSUBORDINATION

The willful failure to respond or carry out a reasonable request by authorized school personnel.

LITTERING

The act of littering on school property or on private property passed when going to and from school.

LOITERING

The act of being in or about any school building, or in specifically restricted areas of a school building, at unauthorized times or without the specific authorization of the school's personnel.

OBSCENITY

The act of using obscene or profane language in verbal or written form, or in pictures, caricatures, or any obscene gestures on any school property.

PERSONAL APPEARANCE

Every student shall maintain a reasonable standard of dress that is appropriate to the role of the student, reflective of the age level and conducive to a wholesome climate for learning. (Reference District's Policy 8240)

TOBACCO, POSSESSION/SMOKING*

The act of using or possessing any tobacco product on school property (this includes but not limited to cigarettes, e-cigarettes, Vape pens, lighters, matches, and all other smoking paraphernalia)

ADMINISTRATIVE LEVEL 2

Suspensions up to Ten (10) School Days for the Following Offenses:

DISRUPTIVE BEHAVIOR

Behavior that seriously disrupts the educational process of other students, any school activity or the orderly and safe operation of the school.

DISRESPECT

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.

FIGHTING

The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e.,

dance, athletic event, etc.) (the issue of self-defense, if involved, must be proven by the student accused).

LOOK-A-LIKE WEAPONS/DRUGS

The act of possessing, handling, or transferring any object or instrument that is a “look-a-like” weapon or drug (e.g., rubber knife, toy gun, powder sugar, soap detergent).

THREATENING OR INTIMIDATING ACTS

The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or enroute to or from school.

UNAUTHORIZED SALE OR DISTRIBUTION

The act of selling, distributing, or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.

ADMINISTRATIVE LEVEL 3

Suspensions up to sixty (60) school days or expulsion:

****ARSON**

The willful and malicious burning of or attempt to burn any part of any building, or any property of the Flint Community Schools (this includes the starting, attempting, or assisting another to start a fire in a wastebasket or in any other area in a school building or bus).

CHEMICAL SUBSTANCE

The act of possessing, transferring, or using any chemical ejecting device capable of rendering a person unconscious temporarily or causing temporary or permanent injury.

****DANGEROUS WEAPON**

The act of possessing, but not limited to, a firearm, BB gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

***EXTORTION, STRONG ARM, COERCION & ROBBERY**

The act of securing or attempting to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act. 5).

FALSE ALARMS

The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

A bomb threat is a statement by a person who directly or indirectly suggests that a device, somewhere on Flint Community Schools property/ premises or at a school-related event, will cause physical harm and/or destruction to the property/ premises or during the school-related event.

FALSE REPORTS

The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others.

***FIREWORKS OR EXPLOSIVES**

The act of possession, using, or threatening to use any lighter, fireworks, ammunition, explosive, or other such instruments capable of inflicting bodily injury.

INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE

Encouraging by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school or at school related activities (i.e., gang gestures, verbalizing, affiliations, and displaying gang related symbols).

****PHYSICAL ASSAULT**

The act of physical assault intentionally causing or attempting to cause physical harm to another through force or violence (Reference District’s Policy 8315).

REPEATED VIOLATION OF THE CODE OF STUDENT CONDUCT

The student has shown a documented pattern of violations and has not altered the negative behavior, despite opportunities being given and continues to violate provisions of this handbook.

***SEXUAL ACT**

Any student involved in any type of sexual act in a school building, on school property, or during any school-sponsored event is subject to disciplinary action.

****SEXUAL ASSAULT**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, or any other school property, the Flint Board of Education/ designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) MCL 380.1311[2]. (Reference District's Policy 8315)

***SUBSTANCE ABUSE VIOLATION**

Possession, use, selling or transferring of drugs, edibles, medication (with/without a medical prescription), and/or alcohol will result in a minimum of a ten (10) school day suspension from school, police involvement, and/or infractions. A student may receive a long-term suspension or may be recommended for expulsion. Students found in violation will be referred for an evaluation and/ or counseling. The district will follow the same procedures on a first-time alcohol and/or other drug offense except that on a second or third offense, a long-term suspension will be invoked with a recommendation for assessment and/or follow-up treatment recommendations.

***THEFT**

The act of taking or acquiring the property of others without their consent.

***VANDALISM**

The act of willful destruction of property belonging to others (This shall include but not limited to tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property).

The Board of Education shall seek to recover damages from parents and students who have willfully destroyed or damaged school property.

VERBAL ASSAULT

The use of words or acts on any Flint Community Schools property/premises (not just in school buildings), which when viewed objectively under the circumstances, are intended to threaten the individual to whom the words are directed and place them in reasonable fear of physical injury/harm.

***WEAPONS**

The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury (included but not limited to, starter gun, paint-ball gun, mace, the frame, or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device).

BULLYING, HARASSMENT, INTIMIDATION

"Bullying, harassment, or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the district's educational mission or the education of any student. Bullying, harassment, or intimidation includes, but is not limited to, such a gesture or written, verbal or physical act, that is reasonably received as being motivated by a student's religion, race, color, national origin, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishable characteristic. Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while suspended or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law

enforcement officials shall be notified of bullying incidents (Reference District’s Policy 8016). Level 1, 2, 3 suspensions depend upon severity and/or investigation.

CHEATING/ACADEMIC MISCONDUCT

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. (This includes the Internet, text, and other student work.) Discipline under this section may result in academic sanctions in addition to other discipline. Plagiarism is defined as any appropriation, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state, or district mandated test(s); cheating on proficiency test(s); unauthorized use of teacher’s manual, textbook edition, and other resource materials.

INTERNET USE

Students who violate the Acceptable Use Policy agreement as adopted by the Flint Board of Education will be subjected to the disciplinary action as listed in the agreement. Students who violate this agreement in such a way as to violate the district’s Code of Student Conduct will also be subjected to disciplinary measures as prescribed within. The Flint Community Schools are not legally responsible for transmissions sent via Internet or sent otherwise electronically.

SEXUAL HARASSMENT

The unwelcome actions (written, verbal, or physical) toward another person because of his or her gender or sexual orientation are not acceptable. Teasing, dirty jokes, touching, or unwarranted comments about another person are examples (Reference District’s Policy 8015).

STUDENT DISCIPLINARY PENALTIES MANDATED BY LAW TO REPORT

*	Armed Student or Hostage	*	Intruder
*	Suspected Armed Student	*	Larceny (theft)
**	Arson	*	Minor in possession of alcohol or tobacco products
*	Bomb Threat	*	Physical Assault
*	Bus Incident and Bus Accident	*	Robbery or Extortion
**	Dangerous Weapon	**	Sexual Assault (Criminal Sexual Conduct)
*	Death or Homicide	*	Suicide Attempt
*	Drive-by-Shooting	*	Suicide threat
*	Drug Possession or Sale	*	Trespassing
*	Drug Use or Overdose	*	Unauthorized Removal of Student
*	Explosion	*	Vandalism or Destruction of Property
	Gang-related Activity		

* Michigan schools are **mandated** to report twenty-one (21) categories of student misconduct to appropriate law enforcement agencies.

**Michigan law requires school districts to permanently expel a student for arson, a dangerous weapon and criminal sexual conduct with limited exceptions.

Public Act (PA) 551 requires school districts, intermediate school districts, and public-school academies to report **All** of the above incidents to Michigan State Police (MSP) within 24 hours of occurring.

APPENDIX A

STUDENT PROPERTY

A student's personal property is their own. Students are, however, discouraged from bringing to school valuable items such as jewelry and expensive coats which could be stolen, be damaged, or prove disruptive to others.

The school district is not responsible for the replacement of stolen or lost student property.

NOTE: At the discretion of building administrators, valuable personal property may be allowed for special projects.

The search of student property is outlined in the district's search and seizure policy.



STUDENT MEDICATIONS

APPENDIX B

Pursuant to Flint Board of Education Policy Number 8670, a student's parent/legal guardian(s) must provide the school personnel with a signed written request for the administering of medication. The forms shall be provided by the student's school.

The physician's written instructions or a pharmacy-prepared container shall accompany the request. Written requests shall be renewed every school year.

SELF-ADMINISTRATION / SELF-POSSESSION OF MEDICATIONS

A student, when the parent/legal guardian(s) has supplied a written "Authorization for Self-Administration" consent signed by both the parent/guardian and the attending physician, may self-possess, and self-administer their own emergency medication (asthma inhaler or EpiPen). Such medications must be labeled with the student's name, be prepared by a local pharmacy, and have included labeling of the dosage and frequency of administration. A student may not self-carry any medication, Over the Counter or prescription, at any time without proper written

authorization.

The right of a student to self-possess and self-administer may be denied in the event of documented misuse by the student after consultation with the student's parent/ legal guardian(s). At no time shall a student provide, share, sell, or use another student's medication, whether prescription or non-prescription. (Reference District's Policy 8670)

IMMUNIZATIONS

The Revised School Code requires a child entering a public school for the first time (or reentering the district) to submit a statement as to their immunization status, specifically whether the child has been tested for and immunized against certain diseases; or a physician-signed waiver that the required immunizations are medically contraindicated; ***or contact their county health department to receive immunizations waiver education and obtain a certified State of Michigan Immunizations Waiver Form. Waivers are no longer issued from the school buildings or Health Services.***

A parent/legal guardian(s) of a child entering the seventh (7) grade for the first time shall present to school officials not later than the first day of school a certificate of immunization or statement of exemption. (Public Act 367, 1978, Section 9208, as amended and Reference District's Policy 8480)

FOOD ALLERGIES

The Flint Community School District takes food allergies seriously. We understand that food allergies can be life threatening. Recognizing that the risk of accidental exposure to foods can be reduced in the school setting, we are committed to working with students, parent(s)/guardian(s), and physicians to minimize risks and provide a safe educational environment for food-allergic students.

The parent/legal guardian is responsible for informing school staff, and providing all required documentation and medication, for any student who has been diagnosed with a life threatening, anaphylactic, food allergy.

The Superintendent shall direct the person in charge of food service programs and general staff members to act affirmatively and work closely with parent(s)/legal guardian(s) to assure that the dietary needs of food-allergic students are taken into consideration in menu planning for the district's food service programs.

HEARING AND VISION PROGRAM

Michigan law requires preschool children be screened for hearing at least once during the ages 3 to 5, and that school-age children be screened in grades K, 2, and 4. Each child in the select grades receives an "initial" screen annually. Michigan law requires preschool children have a vision screening at least once during the ages of 3 to 5, and that vision screening of school-age children is conducted in grades 1, 3, 5, 7, and 9.

The goal of Michigan's screening program is to screen and detect vision problems, and to assure

referral and follow-up to eye care professionals. Children are screened for clearness of vision, eye muscle balance, and symptoms of vision problems. Hearing and Vision screens are done by the Genesee County Health Department.

FOLLOW-UP SERVICES

Parents of each child needing vision testing by an optometrist and/or medical attention due to hearing screening results will be contacted urging them to follow up with their doctor. If you need help with referrals, please contact Health Services at 810-424- 4087.

HIV/SEXUALITY EDUCATION POLICY

Mandated HIV and Allowed Sex Education School districts are required to teach about dangerous communicable diseases, including, but not limited to, HIV/AIDS. (MCL380.1169) Instruction regarding dangerous communicable diseases, including, but not limited to, HIV/AIDS, must be offered at least once a year at every building level (elementary, middle/junior, senior high).

School districts can choose to teach sex education. If they do, they must do so in accordance with those sections of the Michigan Compiled Laws related to sex education and reproductive health. (MCL380.1506, 380.1507, 380.1507a, 380.4507b, 388.1766, 388.1766a)

The Flint Board of Education has approved programs of instruction in HIV/AIDS for grades 4-12. In addition, puberty education is approved for grades 4-6, and sexuality education for grades 7-12. By law, all sexuality /HIV lessons need to emphasize abstinence.

Parent/Legal Guardian Rights and Exclusion from Instruction

For HIV/AIDS and sex education instruction, parents and/or legal guardians must be notified in advance of the content and have the right to:

- Their right to review the curriculum materials in advance (contact Health Services, 810-424- 4087).
- Their right to observe classroom instruction (Contact Health Services, 810-424-4087).

CONCUSSIONS

Concussions According to Public Acts 342 and 343 (Concussion Law) effective June 30, 2013, all students who participate in a school related activity must have a signed document by the student and the parent, which acknowledges that they have received and reviewed the Concussion Fact sheet for Parents and/or the Concussion Fact Sheet for Students (*see pages 49 and 50*).

APPENDIX C

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and staff, school officials have the right to conduct reasonable searches of students and school property. (Reference District's Policy 8130)

The school district is not responsible for the replacement of stolen or lost student property.

VISITORS

All visitors are required to sign in, pass through metal detectors, and present photo identification to be scanned prior to entering all Flint Community School buildings. See section Student/Visitors-Upon Entry to Building.

LOCKERS

The lockers in the schools of the district shall be under supervision of the building principal or designated representative and assigned to the student for the storage of school materials and clothing necessary to school attendance. (Whenever the principal is mentioned in this rule, it shall be construed to include "or designated representative.")

The building principal or designee 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. They may search any locker at any time, with or without reasonable belief that the locker

contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations (Cf. 8190-R) from being on school property. Such search may be made without notice to the student to whom such locker has been assigned. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers.

The search of the locker shall not include search of students' personal belongings, such as backpacks, bags, purses, or coats unless there is reasonable suspicion such person's belongings contain items or substances prohibited by law or school rules.

Any person other than the building principal or designee who wishes to search a student's locker shall report to the building principal or designee before proceeding to the locker, and in no event shall such person be permitted to search the student's locker without the principal's or designee's consent unless such person has a valid search warrant authorizing them to make such search.

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 them 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, they shall not participate in the search, but they shall allow the law enforcement officer to proceed on their own responsibility. The principal shall report the incident to the Department of Student Services, and they 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, unless such items are turned over to law enforcement officials; and if this is done, the principal shall receive a receipt for such items so delivered.

STUDENTS – REASONABLE SUSPICION

When it has been determined by the building principal that there is a reasonable suspicion to believe 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.

Once in the principal's office, the student shall be advised of the reason why they have 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. This request is to be limited in scope, so that personal items to be emptied shall be identified according to the factors which created the reasonable suspicion to believe the student possesses a dangerous or illegal object. Items that the building principal believes may relate to illegal activity may remain in the custody of the building principal, unless 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.

If the student refuses to comply with this request, the building principal shall notify the student's parents/guardians and request that they come to the school at once. The building principal shall advise the parents/guardians of the immediate situation.

If the parents/guardians of the student are unable to persuade the student to comply, the parents/ guardians and the student shall be advised that law enforcement officials will be notified, and the matter turned over to

them. If the parents/guardians refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building principal shall notify law enforcement officials and inform them of the facts which give them reasonable suspicion to believe that the student has illegal or dangerous objects on their person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant.

Once the building principal has relinquished control of the student to the law enforcement officials, the building principal or representative shall remain with the student and be present during any search of the student made by law enforcement officials on school property.

A written report of such search incident shall be made by the building principal and submitted to the Department of Student Services. The written report shall contain the name of the student; the time, date and place of the search; the reason or reasons for the search; the fact of whether law enforcement officials were called; the name of the person who conducted the actual search; the names of the persons present while the student was being searched; and the result of the search. The Department of Student Services shall keep a copy of the written report on file.

STUDENTS/VISITORS – UPON ENTRY TO BUILDING

The district shall not conduct random, general, or all-encompassing searches of students' bags, purses, and backpacks, without individualized suspicion that the search will reveal evidence that the student is in possession of an object or substance which may jeopardize the health, safety, or welfare of students or staff. Similarly, the District shall not subject students to a body frisk, or manually examine their personal belongings without reasonable suspicion, or as described below.

In order to maintain the health, safety, and welfare of students and staff, all students / visitors entering Flint Community School Buildings, will be subject to pass through a metal detector or have their bags, purses, and backpacks pass through an x-ray machine, or both. Students/visitors will be instructed to remove all metal from their pockets and their bags/purses.

Students/Visitors shall be allowed to leave the building upon receipt of this instruction, without penalty or suspicion.

Following these instructions, students/visitors will then be required to pass through a metal detector and have their bags examined through an x-ray machine. If no x-ray machine exists, then the students/visitors shall be required to carry their belongings through a metal detector. If the metal detector fails to sound, the students/visitors shall be permitted to enter the building and no examination of their bag or person shall occur. If the metal detector does sound, then the student/visitors and their belongings will pass through a metal detector a second time. If the metal detector sounds again, that shall be construed as reasonable suspicion for an individualized pat down search or for the search of the individual's possessions (such as backpack, purse, bag, coat, etc.).

If a pat down search is necessary, male district employees shall administer the searches for male students/visitors and female district employees for female students/visitors. The district shall not subject students to a body frisk, or manually examine their personal belongings without reasonable suspicion, as described above.

AUTOMOBILES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots, and inspections of the exteriors of student vehicles on school property. The interior of student vehicles may be inspected whenever a school employee has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without student consent and without a search warrant.

USE OF CANINES

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband on school-owned property and in automobiles parked on school property.

APPENDIX D

PROVISIONS FOR CODE OF STUDENT CONDUCT REVIEW

The Flint Board of Education hereby encourages all schools and community councils within the district to review this Code of Student Conduct on a regular basis and submit their recommendations for changes to the Department of Student Services by February 1 of each year.

It is recommended that the review take the following form:

- The Department of Student Services shall convene a committee every two years to review the Code of Student Conduct.
The committee shall consist of a diverse group of students, parents, teachers, administrators, law enforcement officials, community members, and others.
- The Department of Student Services shall compile the recommendations for the revisions of the Code of Student Conduct and submit to the appropriate committee of the Flint Board of Education.
- The appropriate committee of the Flint Board of Education shall consider the recommendations and report its revision, if any, to the Board of Education.

APPENDIX E

ADMINISTRATIVE POLICIES & PROCEDURES

AUTHORITY OF THE SCHOOL BOARD

In accordance with the laws of the State of Michigan MCL 380.11a; MSA 15.4011a, the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to students' conduct to provide for their safety and welfare at school, while enroute to and from school, attending school-sponsored activities, or at school-sponsored events.

The Board of Education has approved the policies, rules, and regulations contained in this publication. The Board may adopt others.

GENERAL LIMITATIONS ON FREEDOM

Because educational institutions must be orderly institutions, the freedom in each school may be reasonably restricted to protect the rights of all.

- No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
- The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws, or interfere with the rights of others.
- No communication of a commercial of obscene or defamatory nature or any communication advocating racial, religious, or other intolerances is permitted.

FREEDOM OF SPEECH

Students are entitled to verbally express their personal opinions. Such expression shall not interfere with the freedom of others to express themselves or

with the educational process. The uses of obscenities or personal attacks that are vulgar or profane, disruptive to the educational process, or compromise the rights of other students are prohibited.

FREEDOM OF ASSEMBLY

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies are limited to students regularly enrolled in that building unless a building administrator gives prior approval. Gatherings or assemblies that interfere with or disrupt the operation of the school or classroom are prohibited.

FREEDOM OF PETITION

Any student has the right to petition. Individual students have the right to ask their teacher or an administrator for reconsiderations of actions they believe to be unfair. The collecting of signatures for the purpose of petitioning shall not disrupt classroom procedures or interfere with the educational process.

Students shall not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements, and personal attacks.

PUBLICATIONS

School-sponsored publications are part of the curriculum and are not a public forum for general student use.

APPENDIX F

TECHNOLOGY

TAKE HOME TECHNOLOGY

The focus of the technology device checkout program at Flint Community Schools is to provide tools and resources to the 21st Century scholar. Excellence in education requires that technology is seamlessly integrated throughout the educational program. **The individual use of technology empowers teachers to help students maximize their full potential and to prepare them for college and the workplace.**

All students in grades Kindergarten through grade 12 will be assigned a take-home technology device from their FCS school building. Technology devices can include laptops, chromebooks, iPads and/or tablets. Use of the take-home device shall be in support of education, research, and the educational standards of the District.

In alignment with the goals of the FCS Balanced Calendar, scholars may keep devices over intersessions, holidays, and during summer break. **Take home devices must be returned to the school upon request or prior to a student's last day of enrollment at that school building.** Schools may occasionally request that devices be returned at other times for updating and/or exchange.

In order to better serve our community and provide equitable access, any FCS family can request a mobile hotspot by contacting their school building office.

Student Responsibility

Like textbooks, team uniforms, and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. Technology devices are no different. We know loss, theft, accidents and occasional poor choices may also happen. In these instances, students may lose their take home technology privileges, depending on the circumstances.

Tips for Responsible Technology Use and Care:

- Be cautious about what is placed on the screen to avoid pressure, water, or heat damage.
- No food or drink is allowed near your device.
- Do not place the device between large books or in binders in a backpack.
- Clean the screen with a soft, dry cloth. Do not use Windex or harsh chemicals.
- Do not leave a device in an environment with extreme hot or cold temperatures.
- Do not place anything on the keyboard before closing the lid. This can damage the screen.
- Do not leave your device unsupervised at any time or anywhere.
- It is important to keep your passwords private and not to share with others.

[Click here](#) to read FCS Board Policy 4515: Acceptable Use and Internet Safety

TAKE HOME TECHNOLOGY CHECK OUT AFFIRMATIONS

- I understand that this device is not my property, but the sole property of the Flint Community Schools and that the District has the right, at its sole discretion, to retrieve this device from me at any time, with or without cause and with or without prior notice to me.
- I understand that the intended sole use of the device is for educational purposes only, and that all use of the device must abide by the Flint Community Schools' Acceptable Use Policy and is subject to review by the District at any time.
- I understand there is no reasonable expectation of privacy in the use of the device and the contents of this device may be subject to the Michigan Freedom of Information Act.
- If my technology device or any peripheral for the device (case, cord, etc.) is accidentally damaged or stolen, I will report it to my teacher immediately so the machine can be repaired and/or replaced.
 - If the device is stolen, a police report will be filed and provided to the school office.
- I will return the device to school for check in upon request or prior to my last day of school whether I am leaving the district or transitioning from one school building to another.

Student Name: _____

Student ID #

Student Signature: _____

Date:

Parent Signature: _____

Date:

-or- Verbal Consent from parent taken by:

(FCS Representative) Name	Role	Date
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FOR FCS OFFICE USE ONLY:

OUT: Chromebook Tablet Charger Hotspot

Device Serial #	Asset Tag	Staff Initials	Date	Recorded in IIQ?
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IN: Chromebook Tablet Charger Hotspot

Device Serial #	Asset Tag	Staff Initials	Date	Recorded in IIQ?
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Working____ **Damaged**____ **Lost**____ **Stolen**____

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment.

Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

923 E. Kearsley St.,

Flint, Michigan 48503-1974

(810) 760-1124

Translation services are available upon request, please call 760-1259

Los servicios de traducción están disponibles bajo petición, por favor llame al 760-1259
1259-760

翻译服务可应要求提供，请电760-1259

Interpreter services will be available upon request to the Office of State, Federal and
Local Programs at 810-760-1259

CONCUSSION FACT SHEET FOR PARENTS



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.



WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.
2. **KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon while the brain is still healing risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
 - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.



JOIN THE CONVERSATION

www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

Notes



FLINT COMMUNITY SCHOOLS

*Expect **More.** Achieve **More.***

