



# Shiawasse

Regional Education Service District

# STUDENT/PARENT HANDBOOK 2019-2020

2261 S. M-52  
Owosso, MI 48867  
989-723-6784

[www.sresd.org](http://www.sresd.org)

Student Learning Center West Student Learning Center East  
Center Based Programs

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### **Shiawassee RESD Nondiscrimination Policy**

It is the policy of the Shiawassee Regional Education Service District (RESD) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the assistant superintendent for special education, 1025 N. Shiawassee Street, Corunna, MI, 48817, or call (989) 743-3471.

Board adopted 7/7/04 sc

# SHIAWASSEE

REGIONAL EDUCATION SERVICE DISTRICT

1025 N. Shiawassee Street

Owosso, MI 48867

989-743-3471

[www.sresd.org](http://www.sresd.org)

Dear Parents/Guardians:

Welcome to Shiawassee RESD classroom programs. A student's success is directly related to the quality of communication that exists between home and school. In an effort to foster good communication, this student handbook was developed to answer many of the questions that parents and students may have during the school year. It will also provide specific information about certain policies and procedures within the RESD classroom programs. Please review this information, and if you have any questions you are encouraged to contact your student's teacher or the Student Learning Center-East or West office.

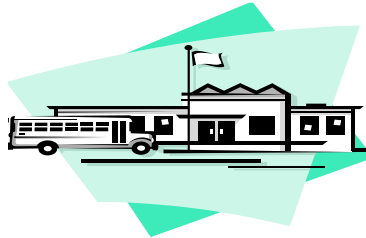
Sincerely,

*Katherine Hodge, Principal (MOCI, SCI and SEI life Skills)*

*Candice Osika, Principal (MOCI, EI and Young Adult)*

Katherine Hodge, Principal

Candice Osika, Principal



### **SHIAWASSEE RESD CLASSROOM PROGRAM MISSION STATEMENT**

We are committed to creating safe educational environments in which all students can learn and are treated with respect. The school, in partnership with the home and community, will educate all students through a functional program which promotes self-esteem, individuality, and student rights. As dedicated and motivated staff members, we value the individuals we serve and challenge them to be active and productive in all aspects of their lives.

### **SHIAWASSEE RESD MISSION STATEMENT**

**“To Provide Direct and Collaborative Services That Support Quality Learning Environments”**

## **FOREWARD**

This handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2018 the language in the most current policy or administrative guideline prevails.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person had discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Assistant Superintendent for Special Education  
1025 N. Shiawassee Street  
Corunna, MI 48817

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. Under no circumstances will the District threaten to retaliate against anyone who raises or files a complaint.

For more information on Equal Education Opportunity, please see Appendix A in the back of this handbook.

## **VISITATION AND PARENT INVOLVEMENT**

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

Parent participation and involvement is encouraged in all RESD classroom programs through the IEP process, student staffing, parent-teacher conferences, formal and informal communication. We also need to ensure the safety of our students and the orderly operation of our classrooms. If you are interested in visiting your child's classroom during the school day other than for the usual IEPs or other planned activities, please follow these procedures:

1. Contact the teacher 24 hours (1 day) in advance of proposed visitation day, letting the teacher know who will be coming and the purpose of the visit. Unless extenuating circumstances are demonstrated, one hour is considered a reasonable length of time for observation.

2. Visitors must first report to the office when entering the building for any reason, sign themselves in and receive a Visitor's badge before visiting the classroom.
3. Please respect the need for instruction and avoid conversations with others at these times.
4. If you would like a conference to discuss your visitation, please schedule a mutually agreed upon time with the teacher.

**Important Notice: Criminal Background Check** – To further ensure our student's safety, state law requires a form of criminal background check be done on anyone other than staff who are in contact with our students (i.e. classroom visits, field trips, etc.) The Shiawassee RESD's policy, therefore, is that an IChat computer check be conducted prior to the scheduled visit. Please see your student's teacher for details.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts in loco parents or in place of the parents.

#### **DAILY SCHEDULE AND SCHOOL DAY**

A school calendar with hours will be provided at the beginning of each school year, or when your student is newly enrolled.

#### **ELASTIC CLAUSE**

The principal/district administrator reserves the right to amend any part of this handbook as deemed to be in the best interest of the educational process. The principal/district administrator retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties as necessary.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Students must arrive at school on time prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal.

- Adult students (eighteen (18) or older) must follow all school rules.
- If residing at home, adult students should include their parents in their educational program.

Students will have the right to a free appropriate public education offered in the least restrictive environment. Procedural safeguards have been established for students receiving special education which includes the student's right to due process.

A copy of the procedural safeguards pamphlet is provided to each student on a regular basis. Copies are always available at the Student Learning Center- East, West and the Shiawassee RESD office.

Students have the right, protected by the First Amendment to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. is pervasively indecent or vulgar;
- d. advertises any product or service not permitted to minors by law;
- e. is insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, ethnic origin or sexual orientation)
- f. If it presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Any student wishing to distribute or display unofficial material must first submit for approval a copy of the material to the supervisor twenty-four (24) hours in advance of the desired distribution/display time. Specific procedures regarding this process will be provided at the time of the request as well as the procedural safeguards.

### **Disciplinary Action**

Distribution or displays by any student of non-school sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken.

Any other party violating this guideline will be requested to leave the school immediately, and, if necessary, the police will be called.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Parents of children who have specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

### **CUSTODY**

It will be assumed that each parent has equal rights and responsibilities under the law unless court documentation states otherwise. Please provide a copy of the court custody papers for your child's student file. Students will not be allowed to leave the school with anyone other than the parent/guardian without written or verbal permission from the student's legal guardian. If a change occurs during the year, we must be notified.



## **GUARDIANSHIP**

The RESD defines guardianship as parents or another individual with legal custody over a student which has been established by the courts. At 18 years of age, students become their own guardians without court intervention unless parents have established guardianship through the Probate Court in the county in which they reside. Parents should contact the school social worker (723-6784 West 723-8205 East), or local community mental health agency (723-6791) for further information and/or assistance.

## **CHILD/ADULT ABUSE AND NEGLECT**

The Michigan Child Protection Law requires school staff to report all cases of suspected child abuse, neglect, or sexual exploitation. This requirement is enforced in all RESD classroom programs following specific guidelines as established by law. The steps taken if abuse is suspected are as follows:

1. If evidence of suspected abuse, neglect, or sexual exploitation is observed, staff will report their findings immediately to the building administrator/program supervisor. Suspected abuse/neglect may include, but is not limited to, physical evidence or verbal reports by students.
2. The building administrator/program supervisor and/or staff will report suspected abuse to the Protective Services Division of the Department of Human Services.
3. Parental explanations of injuries received at home may be sent in writing to school.

For more specific information regarding this law, see Appendix C at the back of this handbook.

## **HOMEBOUND INSTRUCTION**

Homebound services shall be initiated within 15 school days after verification, by a licensed physician, of a medical impairment which requires the eligible special education student to be confined to the home.

Applications for individual instruction shall be made by a parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition and state the probable duration of the confinement. These services shall be initiated when determined medically feasible.

## **SECTION I – GENERAL INFORMATION**

### **ADMINISTRATION AND STAFF**

Transportation - (989) 725-8341

Patricia Tester, Supervisor

Outside Owosso-Corunna area: (866) 607-7684

RESD Main Office, Corunna - (989 or 800) 743-3471

Dave Schulte, Superintendent

Trent Toney, Assistant Superintendent for Special Education

Student Learning Center – West (989) 723-6784

Katherine Hodge, Principal, SCI/SEI/MOCI/LifeSkills

le Watkins, Educational Support

Student Learning Center – East (989) 723-8205

Sheila Yott, Administrative Assistant

Candice Osika, MOCI, EI, and Young Adult

### Classrooms

Bryant School - EI  
Nellie Reed – MoCI  
Elsa Meyer Elementary-MoCI  
Laingsburg Middle School – MoCI  
Corunna Middle School – MoCI  
Corunna High School – MoCI  
Morrice Middle/High School – EI  
Perry High School – SRES Life Skills Program  
Student Learning Center – East – Young Adult Program / EI  
Student Learning Center – West – SCI / EI

### Services

School Social Work  
Speech and Language  
Physical and Occupational Therapy  
Psychological Testing  
Teacher Consultant

### **BOARD OF EDUCATION**

Timothy H. Atkinson, O.D., President  
Thomas F. Atherton, Vice President  
Dennis Henige, Secretary  
Cathy Mulholland, Treasurer  
Michael Rexin, Trustee

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent of legal guardian resides.

New students that are under the age of eighteen (18) are required to enroll with their parents or legal guardian. New students must, when enrolling, the parent will need to bring:

- A copy of birth certificate
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency – Driver’s license or copy of utility bill
- Proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Any student residing within one of the Shiawassee County Regional Education School Districts may be referred for services to the Programs for the Emotionally Impaired by the local district administration. After completing the referral intake forms and extensive evaluation, an Individualized Educational Planning Team (IEPT) is held. If it has been determined by the IEPT that the resident district is not an appropriate placement, the student may be placed in the Emotionally Impaired Program. Classroom placement is determined by the administration with input from staff and parents.

A student may also be enrolled without an IEPT meeting, under State of Michigan Special Education Rule 22e (R340.1722e) where there is evidence of previous enrollment in a similar special education program from an out of

county district. The 30-day placement requires parental or court appointed guardian consent, and IEPT meeting must be scheduled within 30 school days to develop an individualized education program.

### **ENROLLMENT FORMS**

At the beginning of each school year, the following **must be** completed by the student's parent/guardian:

1. Student Enrollment/Emergency Information Form
2. Medication Control Program Form

In cases where the parent/guardian home does not provide emergency contact information with telephone numbers where they, a relative, or significant others can be reached in case of an emergency or student illness, **the student will not be allowed to attend school.** Student Enrollment/Emergency Information forms must be completed each year.

**Permission Forms** are required forms from parent/guardian covering such items as photography for education or public relations purposes, Community-Based Instruction, university affiliations, television, radio, newspaper articles, etc. There is a portion of the Permission Form which allows parent/guardian to restrict permission at their discretion.

### **SCHEDULING AND ASSIGNMENT**

Classroom schedules are designed by the classroom teacher to best support both the individual and whole group needs. Any questions about the schedule should be directed to the teacher. Classroom assignment is based on age and need of individual students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian; a person whose signature is on file in the school office or the parent coming to the school office to request release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian(s). If someone other than the parent/guardian will be picking up students early, a driver's license will be required. (Phone calls may be made to parents to verify approval of early dismissal.) The person taking the child from school will be required to sign the child out. This is just another way of ensuring your child's safety at school.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the Shiawassee RESD, the parent must notify the principal.

### **WITHDRAWAL FROM SCHOOL**

Michigan law requires compulsory attendance until the age of 18

### **CONTROL OF CASUAL –CONTACT COMMUNICABLE DISEASES AND PESTS**

The Shiawassee Regional Education Service District Board of Education recognizes its responsibility to minimize the spread of communicable diseases and pest control within its school and programs among students and staff. The Shiawassee Regional Education Service District will cooperate with the Shiawassee County Health Department and local state health officials to enforce and adhere to the Michigan Public Health Code for the prevention, control, and containment of communicable diseases or highly transient pest, such as lice.

Specific diseases include: meningitis, chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

The Superintendent, or designee, will exclude or not permit any child to enroll or enter school who is not in compliance with the immunization schedule required by the Michigan Public Health Code. Should a serious concern arise regarding a communicable disease or affected student or parent/guardian, a referral will be made by the Superintendent, or designee, to the Communicable Disease Review Panel. The superintendent or designee, considering the affected student's civil rights as well as the health and safety of the greater school community, will make decisions regarding student placement and most appropriate educational environment for the student.

The decision to close schools/programs due to communicable disease conditions shall be made by the Superintendent, or designee, in consultation with the Shiawassee County Health Department.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status review by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **EMERGENCY CONTACT PROCEDURES**

Please provide the school with the following emergency phone numbers so we are able to reach someone in case of an emergency at school:

1. Home
2. Work
3. Relative, friend, or neighbor.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

## INJURY AND ILLNESS

If a child becomes ill or injured at school, parents will be contacted to arrange for the child's transportation home. Please make sure the school has your current home phone number, work number, and an emergency contact who is available to transport the ill or injured child. If this changes during the year, be sure to notify the teacher of the change. Examples of illnesses for which your child will be sent home include the following:

- Head lice
- Unexplained rashes
- Fever of 100 degrees Fahrenheit or above
- All childhood communicable diseases
- Persistent coughing
- Vomiting
- Two or more liquid stools
- Untreated infection
- Uncontrolled seizures
- Serious injury

All absences due to head lice must be treated and the child must be free of live lice prior to his/her return to school. All absences due to illness or injury should be explained in writing or by phone when the student returns to class.

In the event an ill or injured student needs to be transported to the hospital, an authorized staff member shall accompany the student and remain there until the parent, guardian, or person listed on the emergency information card arrives.

**No student will be released from school without proper parental permission.**

### ***Remember . . .***

Children who go to school while sick, endanger the health of their classmates.

A sick child does not learn well at school.

Children need to stay at home when they begin to show signs of illness.

Staying at home and in bed at the first sign of illness will help to

Shorten the length of the illness.

With the first sign of illness, put your child to bed.

Notify the school that your child is sick.

***New guidelines of symptoms to be reported to the school are listed below:***

*Signs and symptoms of illness to WATCH FOR and REPORT*

Fever	Skin rash	Chills
Flushed face	Runny Nose	Cough
Vomiting/Diarrhea	Sore throat	Headache

The law requires the school to send home children who are showing any *signs and symptoms of illness* as listed above.

### **WHEN TO RETURN TO SCHOOL?**

In an effort to avoid your child contracting another illness, we request that the following criteria be met before your child returns to school.

- Temperature below 100 degrees F **without** medication for 24 hours
- No **diarrhea** or **vomiting** for 24 hours
- No significant cough, nasal congestion, or stomach ache

**IMPORTANT NOTICE TO PARENTS FROM THE SHIAWASSEE COUNTY HEALTH DEPARTMENT**

The Shiawassee County Health Department works directly with your child’s school to make our county and our schools a healthier place to live and study. The State of Michigan requires schools to report all possible cases of certain communicable diseases to the health department on a weekly basis (P.A. 368). To help your child’s school in reporting these communicable diseases and to help prevent the spread of these illnesses, please call the school when your child is absent due to illness. Be as specific as possible about what is wrong with your child.

**When calling the school, please include the following:**

- Report the type of disease if known, such as strep throat (diagnosed by doctor) or sore throat (not seen by doctor)
- Who diagnosed the disease, name of doctor or not seen
- A description of the symptoms of the illness such as vomiting, diarrhea, fever, rash, etc.
- Your name and phone number, if no phone, then your address
- Please call the school when an illness is confirmed by a physician

**Your cooperation is appreciated!**

**MEDICATION POLICY**

When a student must take prescribed medication during the school day, the following guidelines will be observed to ensure the health and safety of all students.

1. Parents should determine with their physician’s counsel whether the medication schedule can be adjusted to avoid administering during school hours.
2. A "Medication Control Program Form" must be filed with the respective supervisor/teacher before the student will be allowed to begin taking any medication during school hours. This written and signed request form will include:
  - a. Student's name;
  - b. Medication and dosage or procedure required;
  - c. Times to be administered;
  - d. Route of administration;
  - e. Special instructions including storage and sterility requirements;
  - f. Date prescribed medication will be started;
  - g. Date prescribed medication will no longer be needed;
  - h. Physician’s name, address and telephone number;
  - i. Authorization for school personnel to administer the prescribed medication, if necessary;
  - j. Agreement to notify the school in writing if the medication, dosage, schedule or procedure is changed or eliminated. A new request form must be submitted each school year.
3. All medications to be administered during school hours must be registered with the supervisor’s office/classroom teacher.

4. Medication that is brought to school will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aides) at parental request. Medication **MAY NOT** be sent to school in the child's lunch box, pocket, or other means on or about his/her person.

An exception to this would be prescriptions for emergency medications for allergies and/or reactions or when a request, permission from the parent, and instruction has been received for the child's self-administration of the medication.

5. For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Date
  - d. Pharmacy name and telephone number
  - e. Name of medication
  - f. Prescribed dosage and frequency
  - g. Special handling and storage directions
6. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
7. The staff member administering the medication shall ensure that the student takes the medication properly. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
8. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication. The parents shall be notified of this change in the medication schedule.
9. If a student is exhibiting behavior which causes the teacher to be concerned about his/her medical status, the teacher may then contact the parent/guardian and advise that they seek medical attention for the child, at which time the written observations may be given to the parent/guardian to take to the doctor.
10. If an error is made in administering medication, such error should be reported immediately to the building administrator. The building administrator or designee should report the medication error to the parent/guardian and suggest consultation with the physician or pharmacist. A report of the error should be made and filed. If necessary, 911 should be called.
11. If a child is taking several prescriptions and it is noted that two (2) or more physicians are prescribing for the same child, this should be brought to the attention of the supervisor, who will be responsible for investigating the situation.

#### Asthma Inhalers and Epi-pens

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

### **NONPRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

Dispensing of over-the-counter medication by District employees to students served by the District is prohibited unless it is approved with written permission by the parent.

If a student is found using or possessing a non-prescribed medication without parent authorization, he or she will be brought to the office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized as in violation of the SRES D Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Student Learning Center West Principal at 989-723-6784 to inquire about evaluation procedures and programs.

### **NOTICE OF 504 DUE PROCESS RIGHTS**

#### **Procedural Safeguards**

With respect to actions regarding the identification, evaluation, or educational placement of a person who, because of handicap, needs or is believed to need special instruction or related services, the following procedural safeguards shall be afforded:

1. Written notice of any decision regarding the identification, evaluation, or educational placement of the student.
2. An opportunity for the parents or guardian of the student to examine relevant educational records.
3. An impartial hearing with the opportunity for participation by the student's parents or guardian and representation by counsel.

#### **Questioning the District's Decision – Parent/Student Rights**

1. The right to file a grievance with the school district over an alleged violation of Section 504 regulations or the district's Section 504 policies and procedures.
2. The right to have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition.
3. The right to receive notice with respect to identification, evaluation, or placement of your child.
4. The right to have an evaluation that draws on information from a variety of sources.



5. The right to have your child receive a free appropriate public education. This means regular or special education (if eligible) and related aids and services designed to meet individual needs as adequately as nondisabled students and determined in accordance with §504 LRE, evaluation and procedural safeguards requirements. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
6. The right to have your child educated in the least restrictive setting, i.e., with nondisabled students to the maximum extent appropriate.
7. The right to have your child education in facilities and receive services comparable to those provided nondisabled students.
8. The right to have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement options.
9. The right to have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this district.
10. The right to have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the district.
11. The right to examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.
12. The right to receive all information in the parent's/guardian's native language and primary mode of communication.
13. The right to periodic re-evaluations and an evaluation before any significant change in program/service modifications.
14. The right to participate in an impartial hearing if there is disagreement with the school district's proposed action.
15. The right to be represented by counsel in the impartial hearing process.
16. The right to appeal the impartial hearing officer's decision.

The person in this district who is responsible for assuring that the district complies with Section 504 and ADA is:

Trent Toney, Assistant Superintendent for Special Education  
1025 N. Shiawassee Street  
Corunna, MI 48817  
(989) 743-3471

## **SECTION 504 IMPARTIAL HEARING PROCEDURES**

As to such decisions relating to the identification, evaluation or educational placement of the student, the parents will have the right to an impartial due process hearing, with the opportunity for participation by the parents and their counsel. The request for a §504 hearing must be made to the District's §504 Coordinator within 10 calendar days after receipt of notice of the District's decision being contested.

The Shiawassee RESD will maintain a list of hearing officers who are qualified and willing to conduct Section 504 due process hearings. The list will include a statement of each hearing and review officer's qualifications. The district will designate a hearing officer from the list in each case for which a hearing has been requested. Each hearing officer on the list must be impartial, i.e., not employed by or under contract with the district in any capacity other than that of a hearing officer in the last three years, or by any cooperative program in which the district participates, or by any other agency or organization that is directly involved in the diagnosis, education or care of the student.

In instances where a due process hearing has been held under Individuals with Disabilities Education Improvement Act (IDEIA), 20 USC 1400, concerning issues relevant to the Section 504 proceeding, the Section 504 hearing officer shall, at the request of either party, accept into the record copies of the transcript of testimony and documents submitted in the due process hearing. The hearing officer shall provide opportunity for the submission of additional evidence by the parties that is relevant to a determination of the issues under Section 504. The Section 504 hearing officer's jurisdiction shall be limited to Section 504 issues and shall not extend to a determination of eligibility for special education or special education assessment or placement under IDEIA.

## **STUDENT RECORDS**

In compliance with Federal regulations, the Shiawassee Regional Education Service District has established the following guidelines concerning student records:

- A. The Records Control Officer for the District is responsible for the processing and maintenance of all student records. This office is located at 1025 North Shiawassee Street, Corunna, MI and the phone number is (989) 743-3471.
- B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 14 days from the date of this notification that it will not permit distribution of any or all of such information: name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the policy and the accompanying guidelines are available at the Board office. There will also be a person available to answer any questions concerning the policy or guidelines.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students are strongly encouraged to use locks on their lockers.

## REVIEW OF INSTRUCTIONAL MATERIAL AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and reproductive education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## FIRE, TORNADO, LOCKDOWN DRILLS and EVACUATIONS

**Fire Drills** - The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

**Tornado Drills** – will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires.

In the event a **tornado warning** (a tornado has been sighted in the area) is issued, immediate shelter will be taken in the schools; students WILL NOT be dismissed until the warning is over. If a tornado warning occurs while students are on a bus, they will be taken to the nearest safe shelter.

**Lockdown Drills** – in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

**Evacuations** – There are several different types of evacuations ranging from voluntary evacuation of a classroom to another location within the same building to a complete off campus evacuation. For more information, an RESD Board approved Crisis Plan is on file at the RESD Student Learning Center-West.

For specific procedures for each of these events, an RESD Board approved Crisis Plan is on file at the RESD Student Learning Center-West.

## LOCKDOWN PROCEDURES

All school doors are locked at all times. There is a security camera to identify visitors. In the event a situation arises where an intruder (an intruder is defined as someone who has no business on school property) has gotten into the building or weapons have been found or a dangerous situation has been observed, supervision will:

- Call 911
- Contact RESD administration

### **UNUSUAL SITUATIONS**

Should an unusual situation arise (not found in handbook), Administration will notify parent/guardian/emergency contact of appropriate protocol.

### **SCHOOL CLOSINGS**

Local Radio Broadcast: Information concerning school closings during periods of inclement weather or other unforeseeable events will be announced on local radio stations.

A letter and packet of information will be sent home prior to the start of the school year. This will request information as to where a student should go if it is necessary to close school early due to unforeseen circumstances.

### **INCLEMENT WEATHER & SCHOOL DELAYS**

Closings and delays will be announced on radio stations:

- WJSZ-FM 92.5 (Owosso)
- WFDF-AM 910 (Flint)
- WRSR-FM 103.9 (Flint)
- WJIM/WFMK 97.5 (Lansing)
- WJRT TV-12 (Flint)
- WLNS TV-6 (Lansing)

If your local school district closes, there will be no RESD pick up in that district. If your local school district closes, **DO NOT** bring students to school.

### **EMERGENCY SCHOOL CLOSINGS SNOW, ICE, FOG, INCLEMENT WEATHER, OR MECHANICAL BREAKDOWN**

School closing announcements are carried on local radio & TV stations between 6:30 and 8:00 a.m. the day of closing. When the question of a student's health and safety to and from school arises because of inclement weather, individual parental judgment should determine whether or not a student attends school. Each school year, information about Severe Weather – School Closing Information is sent home with students.

Therapy Policy for School Closings: If your local school district and/or the RESD is closed, students will not receive occupational or physical therapy or any ancillary services that day. **DO NOT** bring students to school.

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort is made to alert the parent/guardian of this situation. No child is discharged without some contact having been made to individuals indicated on the student's emergency contact form.

It is the responsibility of the parent to inform the student beforehand as to what procedures the student is to follow, with at least one alternate procedure, if the parent is not home.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

**Preparedness for Toxic and Asbestos Hazards** - The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Policy* and asbestos management plan is available at the Shiawassee RESD Student Learning Center-West.

### **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **ELECTRONIC DEVICES**

In order to minimize disruption to the educational environment and provide school safety, the following policy is in effect.

- Between 7:30 AM and 3:30 PM, all electronic devices are to be turned off unless directed by a staff member. Electronic devices are not to be used in the hallways or at lunch during the school day.
- Inappropriate use of electronic devices is subject to the following consequences:
  - 1<sup>st</sup> Offense: Confiscated until parent contact.
  - 2<sup>nd</sup> Offense: Confiscated until parent pick up.

Confiscated electronic devices will be labeled with the owner's name and kept in a secure location.

### **PHONE CALLS**

Please contact your child's teacher before or after school hours. If you call during school hours, please leave a message in the office and the teacher will get back to you. Emergencies will be handled immediately.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal.

### **SPECIAL ATTENTION**

Please comply with school requests including reading all communications, signing and returning them as needed.

Send students to school with proper attention given to health, personal cleanliness and neatness of dress. This includes:

- Lunch or lunch money on designated day.
- Diapers, feminine products, medication and extra clothing as needed.
- Lunches and supplies will be provided in emergency situations. Charges for these lunches and supplies will be assessed.

### **BUILDING RULES**

Please follow individual building rules. Refer to the attending school's handbook first, when applicable.

## **SECTION II – ACADEMICS**

### **COMMUNITY-BASED INSTRUCTION (CBI)**

Vocational & Adult Programs – The RESD believes many of the skills our students need to learn can best be taught in the community environment. For example, a local grocery store can become a “classroom” where students can learn functional reading skills as they use a shopping list, math, and money concepts as they purchase items, appropriate social behavior as they push a shopping cart and wait in line, and many other skills that will be important to their everyday lives in the real world. In order to provide opportunities for students to practice skills in the community, a large part of our programs are centered around this concept. Students from all program levels travel to locations in Shiawassee County and surrounding communities to work on specific functional objectives that are considered an important part of their Individual Educational Plan (IEP). Parental support plays a large role in ensuring the success of CBI activities. Parents may be asked to send a shopping list and money to school for student purchases at local stores and restaurants. In addition, a parent’s role as “teacher” is certainly recognized, as parents can provide many additional experiences for their children within their community.

### **GRADES**

The RESD EI Programs have a traditional grading procedure as well as additional notations that may indicate work in progress or incomplete work. In general, students are given grades based upon test results, homework, projects, attendance, and classroom participation. Each teacher may place a different emphasis on these areas in determining grades and will so inform the students at the beginning of the course work.

The SRESd CI programs evaluate student progress on goals and objectives. Grades, if given, are based on a combination of in class work, homework, projects, tests, and/or quizzes. Please contact the teacher for specific information on their grading procedures.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school’s computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the students may participate. These forms are sent home before the beginning of the school year. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action up to and including suspension from school and/or referral to law enforcement authorities.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

### **STUDENT ASSESSMENT**

The MME in 11th grade will consist of 1) the SAT with Essay, 2) ACT WorkKeys, and 3) the online M-STEP Science and Social Studies. There will no longer be an M-STEP English language arts and mathematics component

This means that all 11<sup>th</sup> graders will take this state assessment test in spring of each year. It will provide students with a regular Scholastic Aptitude Test (SAT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students’ general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MI Access, Michigan's Alternate Assessment Program, consists of three statewide assessments designed specifically for students with varying levels of disabilities. Students participate in MI Access because their Individualized Education Program (IEP) team determined other state assessment were not appropriate.

Parents and students should watch for a letter from school announcing testing times. Sophomores will have the opportunity to take the SAT which is a preparatory assessment primarily used to help students prepare for the SAT.

Accommodations for all assessments will be applied for if necessary.

#### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District.

It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Assistant Superintendent of Special Education at 989/743-3471 to inquire about evaluation procedures and programs offered by the District.

### **SECTION III – STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The local school district provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non-district-sponsored organization may NOT use the name of the school or school mascot.

**SECTION IV – STUDENT CONDUCT**

**ATTENDANCE**

**ELEMENTARY ATTENDANCE POLICY**

Students are expected to be in attendance each day that school is in session, except in cases of illness or situations of a personal nature. Parents should call the school office with all absences due to illness or injury regardless of the age of the student. If no call is received from the parent, parents will be contacted regarding the student’s absence.

Any absence without the knowledge and permission of the parents or a school official at the time of the absence is unexcused. Absences will be classified as excused or unexcused by the program supervisor using the criteria listed below as a guideline:

- a) Illness. In instances of frequent or prolonged absence, the program supervisor may request of parents a written statement from a physician confirming the illness.
- b) Extreme emergency or death in family.
- c) School related and approved activities.
- d) Absences approved in advance by the program supervisor or designee. Requests should be submitted as early as possible to arrange for approval and makeup work can be made.

***It is important for students to attend school each day in order to have the full advantage of all educational programs as per compulsory school attendance laws. These laws have been enacted recognizing this importance.*** It is our responsibility to ensure that these laws are followed. Students are expected to be in attendance each day that school is in session, except in cases of illness or situations of a personal nature. Parents should call the school office before or on the day that a legitimate absence occurs.

Notification of absence concerns will be sent to parents according to the table below:

<b>Attendance Notification</b>	<b>Days Absent</b>
Principal notified-1 <sup>st</sup> letter of concern	5 days absent
May be contacted for meeting with Principal 2 <sup>nd</sup> letter of concern	10 days absent
Referral letter to Truancy officer	15 days absences

Continued excessive absences could result in a meeting with the principal and/or a truancy referral. Students arriving after 10:30 or leaving before 2:00 will be considered absent for the ½ day.

In cases where absences are due to an extended or chronic illness or health condition, modifications may be made according to the notification schedule. Each case will be judged individually before a letter of concern is sent.

If your child needs to leave school early for a prearranged reason on a particular day, please send a note to the teacher or call the school office on the day of the early dismissal. Parents should pick up their student at the designated time. If a student is not picked up before bus departure time, he/she will be placed on the bus. If anyone other than the care provider must pick up the student, his/her name must be noted in the dismissal note. He/she will be asked to provide identification. Anyone bringing a student to school after the start of the school day must report to the office.

Students receiving therapy only (PT/OT/Speech) must report absences to the school office and cancel transportation in advance of their scheduled pick-up time.



### **MAKE-UP WORK DUE TO ABSENCES (Elementary)**

Students are expected to make-up any work missed due to absences. Work must be completed within three days of returning and time will be provided during school hours per request or may be completed at home.

At the sixth absence in a marking period, students must have a physician's statement to make up work or students will receive no credit for that day of absence.

### **EARLY DISMISSAL ATTENDANCE POLICY (Elementary)**

If your child needs to leave school early for a prearranged reason on a particular day, please send a note to the teacher on the day of the early dismissal. Parents should meet students at the designated time. If a student is not picked up before bus departure time, he/she will be placed on the bus. If anyone other than the care provider must pick up the student, his/her name must be noted in the dismissal note. He/she may be asked to provide identification.

Students who leave early without permission will be given an unexcused absence for the day and parents will be notified. When this occurs, every effort will be made to notify parents as quickly as possible. The program supervisor or designee will determine if the police or another authority should be notified of the student's absence from school. Anyone bringing a student to school after the start of the school day must report to the office.

Students receiving therapy only (PT/OT/Speech) must report absences to the school office and cancel transportation in advance of their scheduled pick-up time. In the case of excessive absenteeism (more than five days per marking period), a doctor's note will be requested and/or petition for truancy will be filed.

### **SECONDARY ATTENDANCE POLICY**

1. After 12 absences per semester students lose credit in those classes
2. All absences except suspensions without choice, and school sponsored field trips will count toward the total absences in marking period.

#### **Policy Procedure**

1. Parents are required to call, make personal contact, or send a note with their student within one day of the student's absence.
2. Students may be excused for professional appointments and family trips (with guardian only). Notice of pre-arranged absences is required for all absences known in advance to arrange for class assignments.
3. After five days absence in a semester, parents will be notified by mail of accumulated absences and a physician's statement will be required for any further absences to acquire make-up work. At the 12<sup>th</sup> absence, without a physician's statement, the students will receive no credit for that semester.
4. Students are expected to make up class work during an absence. One day is allowed to make up work for each day of absence. Work must be completed within one day of returning and time will be provided during school hours per request or may be completed at home.
5. Students under the age of 18 may be referred to the Juvenile Court when they have been absent more than six (6) times or are truant two (2) times unexcused (skipping).
6. Students arriving after 9:30 or leaving before 12:30 will be considered absent for the half day.

### **EARLY DISMISSAL ATTENDANCE POLICY (Secondary)**

If your child needs to leave school early for a prearranged reason on a particular day, please send a note to the teacher on the day of the early dismissal. Parents should meet students at the designated time. If a student is not picked up

before bus departure time, he/she will be placed on the bus. If anyone other than the care provider must pick up the student, his/her name must be noted in the dismissal note. He/she may be asked to provide identification.

Students who leave early without permission will be given an unexcused absence for the day and parents will be notified. When this occurs, every effort will be made to notify parents as quickly as possible. The program supervisor or designee will determine if the police or another authority should be notified of the student's absence from school.

Anyone bringing a student to school after the start of the school day must sign in their student at the office.

Students receiving therapy only (PT/OT/Speech) must report absences to the school office and cancel transportation in advance of their scheduled pick-up time.

In the case of excessive absenteeism (ten or more days in a semester), a doctor's note will be requested and/or petition for truancy will be filed.

### **STUDENT CODE OF CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to District rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all students.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the programs of this District.

#### **Expected Behaviors**

Each student shall be expected to:

- ▶ Abide by national, State, and local laws as well as the rules of the school;
- ▶ Respect the civil rights of others;
- ▶ Act courteously to adults and fellow students;
- ▶ Be prompt to school and attentive in class;
- ▶ Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- ▶ Complete assigned tasks on time and as directed;
- ▶ Help maintain a school environment that is safe, friendly, and productive;
- ▶ Act at all times in a manner that reflects pride in self, family, and in the school.

### **DRESS CODE**

We take pride in the appearance of our students. This reflects the quality of our school, of our conduct, and of our work. Cleanliness of person and of wearing apparel is expected for promotion of good health and social acceptability.

Clothing with beer, alcohol, tobacco, drug, sexual connotations, inscriptions or improper language inscribed will not be permitted. Loungewear or sleepwear is inappropriate for school; this includes pajama bottoms and tops as well as boxer shorts and will not be permitted.

Clothing should be clean and may not be too tight, revealing, or baggy. Specifically, stomachs, backs, and shoulder tops should be covered. Skirts should be no shorter than fingertip length. During warm weather students may wear shorts if they are no more than five (5) inches above the knee or longer.

Students dressed inappropriately will be requested to change clothing. Final decision and enforcement of dress rules will always rest with the administration.

## **GANGS**

Board policy prohibits all student organizations other than those approved by the Board. A youth gang is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Student Learning Center Classroom Programs use School Wide Positive Behavior Intervention and supports and training in Non Violent Crisis Intervention to increase positive behavioral outcomes for all students.

However, when there are behavioral incidents that occur in the classroom/school/CBI outing, there may be cause for disciplinary action. See Appendix B for "Conduct Warranting Disciplinary Action" for more details regarding our discipline policy.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline generally takes place within the school. Each SRES D Classroom Program operates with their own unique system of positive behavior supports based on SRES D policies and guidelines.

### **Formal Discipline**

**Due Process:** When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Assistant Superintendent for Special Education. The request for an appeal must be in writing.

## Restorative Justice

**Restorative Practices are “practices” that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct.**

- Such practices include but are not limited to victim-offender conferences that are initiated by the victim (and approved by the victim’s parents or legal guardian). Are attended by the victim, a victim advocate and offender, members of the school community and supporters of the victim and offender. This is the restorative justice team.
- The purpose of the conference is for the offender to accept responsibility for the harm caused to those affected, and to participate in setting the consequences to repair the harm.

## BEHAVIOR MANAGEMENT

Behavior management is a process not a product or a punishment. Students are encouraged to learn how to conduct themselves in a socially acceptable manner and to accept responsibility for their behavior.

School must be a positive place for students. Students must feel secure, understand what is expected and know the consequences for unacceptable behavior.

*The SRES D staff believes:*

\*that the staff has the responsibility to help children learn. Within the area of their responsibility each staff has the right to establish and enforce reasonable rules of conduct for students.

\*that the students at this school have a right to learn in an environment that is conducive to learning and is safe for all. They will not be allowed to disrupt their own or other students’ opportunity to learn.

There is a progression of consequences for problem behaviors which may include loss of privileges, time out, problem solving, individual contracts, appropriate physical management and natural and logical consequences. If this progression of consequences fails in helping the student retain control over his/her behavior and the behavior becomes extremely aggressive or out of control, behavior management techniques will be taken. This may include parent/teacher conferences, suspension or expulsion.

Corporal punishment is not allowed by law as a disciplinary measure. Any administrator, teacher or school employee who uses appropriate physical management must do so only when required to ensure the safety of himself/herself or the student body or to avoid property damage. If a student requires continued physical management, alternate program options will be explored.

## BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

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

“Bullying” is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and
- D. is based on a student’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics

### **DRUG FREE SCHOOL POLICY AND GUIDELINES**

#### **COMPLIANCE WITH THIS POLICY AND THE GUIDELINES IS MANDATORY.**

**Statement of Philosophy** - The inherent responsibility of the Shiawassee Regional Education Service District is to prepare students to function as responsible participants in society. The presence of drugs and/or drug use threatens students’ physical, emotional, social and academic well-being thus limiting and interfering with the educational process. The goal of the Shiawassee Regional Education Service District is to provide all students the opportunity to develop a positive self-image in an atmosphere free of chemical misuse and abuse while providing quality educational opportunities.

It is the policy of the school district to monitor, supervise and direct students to create and maintain a safe environment. It is the responsibility of the student to be free from any chemical use or abuse, and to follow the substance abuse policy and guidelines. Following are the guidelines relating the prohibitions and consequences for those violating school rules.

**STUDENTS SUBSTANCE ABUSE - CONSEQUENCES** - Possession, use of, sale, transfer, or to be under the influence of any illegal or unauthorized substance or behavior altering drug, including alcohol, or substance purported to be illegal, i.e. look alike drugs, is strictly prohibited on school property or at any school sponsored function whether at or away from school. The use of illicit drugs and the unlawful possession and use of alcohol is wrong, harmful and in direct conflict with our philosophy.

Disciplinary sanctions, consistent with local, State, and Federal law, up to and including expulsion and referral for prosecution, will be imposed on students who violate this policy and guidelines. Students who will not conform to the drug free school rules will be subject to a series of options intended to correct the problem. The options for addressing these problems may include:

#### **Teaching and Correcting Behavior**

To prevent these problems, students will receive age and developmentally appropriate drug and alcohol education designed to meet the need of the developmentally disabled students we serve. Each program and educational materials will be individualized as needed. This education will include information on resisting peer pressure and receiving assistance from appropriate agencies to assist them with the pursuit of drug and alcohol counseling and rehabilitation and re-entry programs that are available (i.e. Community Mental Health).

### **Parent Contact**

The teacher or principal/supervisor may initiate a parent conference to review the code and develop a written plan to resolve the problem. The parent and student will receive a copy of the plan which also will remain on file in the school.

### **Corrective Action**

If a student violates a provision of the drug free school policy, the student will be suspended or expelled from school as determined by the principal, teacher, parent and other appropriate ancillary personnel. This team will determine the corrective action based on the student's ability to understand and learn from the corrective actions. A disciplinary sanction may include the completion of an appropriate drug and/or alcohol rehabilitation program. The violator will be referred to the local authorities for prosecution.

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The Shiawassee RESD recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent and pervasively or vulgar;
  2. Advertises any product or service not permitted to minors by law;
  3. Intends to be insulting or harassing;
  4. Intends to incite fighting or presents a likelihood of disrupting school or a school event;
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **PROTECTION OF PUPIL RIGHTS**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: *Consent before students participate in a protected information survey.*

*Receive notice and an opportunity to opt a student out of a protected information survey, any non-emergency physical exam or screening except for hearing, vision or scoliosis screenings, and activities involving collection, disclosure, or use of personal information for marketing purposes.*

*Inspect, upon request and before administration or use: protected information surveys and marketing, sales or distribution instruments.*

Shiawassee RESD will provide parents with notice of these specific activities and the opportunity to provide consent to participate or opt out. Parents will be provided an opportunity to review any pertinent surveys prior to the planned activity.

### **QUESTIONS & CONCERNS**

Parents, guardians and home supervisors are urged to contact the teacher with any concern or questions they may have about their student's educational/academic program. When a question arises, it is generally advisable to first make contact with your student's teacher. If resolution is not reached, please contact the school social worker. If resolution is still not reached, the school principal should be contacted next. If there is still no resolution, the information should be shared with the following in the preferred order: Director of Special Education, Superintendent, Board of Education. Pertinent names and numbers are located in the front of this handbook.

## **SECTION V – TRANSPORTATION**

### **SPECIAL EDUCATION TRANSPORTATION**

The Shiawassee Regional Education Service District Board of Education is responsible for providing and maintaining an effective, efficient, and safe transportation system for eligible special education students. The transportation system established by the Board of Education shall meet the requirements established by the State and shall be reflective of the Special Education Plan.

#### **Parent Responsibilities:**

1. Parent/Guardians shall be totally responsible for their children from the house to the immediate vicinity of the vehicle, and from the immediate vicinity of the vehicle to the house. The parent/guardian is also responsible for his/her child's behavior on the bus and should help the driver in achieving acceptable student behavior.
2. Parents/Guardians shall call the SRES D Transportation office to notify them if their child will not need a ride to school. The SRES D Transportation office may be reached at (989) 725-8341 or toll free at (866) 607-7684.
3. There will be only one address at which the driver will pick up and only one address at which the driver will drop off. Any requests for changes in the students' assigned stop must be received 72 hours in advance and must be approved by the SRES D Transportation Office. Should an emergency arise, it will be necessary for parents/guardians to have someone meet the bus at the assigned stop, or transport their child themselves.
4. If your child arrives at school by means other than the SRES D Transportation vehicles, parents/guardians should call the SRES D Transportation office to inform of the need for transportation home.
5. A student who becomes a discipline problem upon loading or while on the bus may be returned to school and a care provider called. If possible, classroom management will be carried through with bus behavior. Ongoing difficulties on the bus may result in temporary or permanent suspension from the bus.
6. Parents/Guardians shall not send their children to school if they show any sign of illness. Once a child arrives at school and becomes ill, it is the parent/guardian's responsibility to transport home.
7. Every child must have an emergency standby drop off location. Please provide us with the alternate's name, address, and phone number, written on the information sheet for emergency reasons. Please get permission to leave your child with the alternate before listing them.
8. After two(2) consecutive days of not calling to cancel transportation, SRES D Transportation will not stop at your house until you call to resume transportation.
9. Parents/Guardians should be ready to receive their child home at least 30 minutes earlier than the normal scheduled times. They should also be ready to accept their child or provide an acceptable alternate address on those days their child will return early because of unplanned school closings. An acceptable alternate address is within one mile of the scheduled take home address.
10. Parents/Guardians shall provide a clear driveway and/or loading area that has adequate room for vehicles which are scheduled for door-to-door service.
11. Parents/Guardians are to call the SRES D Transportation Office for any changes or concerns regarding their child's transportation. Parents/guardians are to call the school for all other concerns. Drivers are not responsible for home-school communication.



12. Every effort is made to insure the safety of each student transported by the SRES D. If your student's behavior on the bus warrants a misconduct notice the discipline shall be as follows:
- 1<sup>st</sup> Misconduct Notice – Verbal warning to the student. Student must sign notice to acknowledge they received the warning.
  - 2<sup>nd</sup> Misconduct Notice – Driver will contact parent/guardian by phone to discuss the misconduct.
  - 3<sup>rd</sup> Misconduct Notice – A meeting will be scheduled with administration, parent/guardian and transportation supervisor to discuss misconduct.
  - 4<sup>th</sup> Misconduct Notice – Suspension of transportation for up to and including five (5) days.
  - Depending on the student action, bus suspension can occur at any step.
13. The SRES D Transportation Department Student Handbook and forms are distributed at the beginning of each school year.

## SPECIAL EDUCATION TERMINOLOGY AND INFORMATION

### Diagnostic Categories

Autism Spectrum Disorder	ASD	Physically Impaired	PI
Cognitively Impaired	CI	Severely Cognitively Impaired	SCI
Early Childhood Developmentally Delayed	ECDD	Speech & Language Impaired	SLI
Emotionally Impaired	EI	Severely Multiply Impaired	SXI
Deaf and Hard of Hearing	DHH	Visually Impaired	VI
Learning Disabled	LD	Traumatic Brain Injury	TBI
Otherwise Health Impaired	OHI		
Moderately Cognitively Impaired	MoCI		

### Therapists/Support Services

Certified Occupational Therapy Assistant	COTA
Occupational Therapist	OT
Physical Therapist	PT
Physical Therapy Assistant	PTA
School Social Worker	SSW
Teacher Consultant	TC
Teacher Consultant for students with Visually Impairment	TCVI
Teacher Consultant for students with Autism Spectrum Disorder	ASDTC

### General Terms

Attention Deficit Hyperactivity Disorder	ADHD
Community Based Instruction	CBI
Community Mental Health	CMH
Department of Human Services	DHHS
Individual Educational Plan	IEP
Individual Educational Planning Team	IEPT
Least Restrictive Environment	LRE
Multidisciplinary Evaluation Team	MET
Present Level of Academic Achievement and Functional Performance	PLAAFP
Probation Officer	PO
Prevocational	PreVoc
Protective Services	PS
Regional Education Service District	RESD
Vocational	Voc
Community Mental Health Adult Day Activity/Vocational Program	WIN

**SECTION VI – APPENDIX A, B, C**  
**AND**  
**SCHOOL RELATED LAWS**

**APPENDIX A**  
**EQUAL EDUCATION OPPORTUNITY**

**NONDISCRIMINATION**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence, within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

**COMPLAINT PROCEDURE**

***Section I***

If any person believes that the Shiawassee RESD, or any of the District's staff, has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Trent Toney, Assistant Superintendent for Special Education  
1025 N. Shiawassee Street  
Corunna MI 48817  
(989) 743-3471

***Section II***

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

**Step 1**

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

**Step 2**

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

**Step 3**

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**Step 4**

If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland Ohio 44114

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

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

**APPENDIX B**  
**CONDUCT WARRANTING DISCIPLINARY ACTION**

I. Definition of In-School Suspension, Suspension, and Expulsion

- A. The in-school suspension program is designed to support the continuum of behavior management options to be implemented within the regional education service district's classrooms. The program's intent is three-fold: 1) to provide an alternative to out-of-school suspension as a behavioral consequence to keep the student in a controlled learning environment, 2) to provide a specific room which will restrict a student's social interaction in school as a behavioral consequence for a period of time, and 3) to improve an area of student deficit in terms of social/behavior skill with counseling and problem solving to change behaviors as necessary.
- B. Suspension is defined as temporary removal of a student from school or class for violation of rules and regulations. A suspension may be for the remainder of the school day up to ten (10) school days. If a student is suspended for more than ten (10) days for a specific pattern of behavior, a manifestation determination review must be held.
- C. Expulsion is defined as the permanent removal of a pupil from school for gross misbehavior or persistent violation of the rules and regulations of the school.

II. Conduct Warranting Disciplinary Action

- A. The following types of behavior may be grounds for suspension or expulsion from school. The categories are general in nature and are not deemed to be all inclusive.
  - 1. ALCOHOL/DRUGS - Possession, use, or transfer of drugs, alcoholic beverages, or other substances which produce abnormal behavior. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.
  - 2. ARSON - The intentional setting of fire to school property.
  - 3. BOMB THREATS - Issued verbally or in writing directed at a school building, school property or a school related event.
  - 4. BURGLARY/LARCENY/ROBBERY - Stealing of school or personal property of others. Taking from an individual by force or threat of force.
  - 5. CLOSED CAMPUS - Leaving the school premises without authorization during the student's scheduled class hours and/or lunch hour.
  - 6. DISRESPECT – The calling of derogatory names, or in other manner abusing verbally or in writing any member of the school staff or student body.
  - 7. DRESS & APPEARANCE – Dress which is disruptive to the educational process or endangering to student safety.
  - 8. EXPLOSIVES - The act of possessing, using, or transferring explosives, such as firecrackers, on school property or at any school-sponsored event.
  - 9. EXTORTION/BLACKMAIL/COERCION - Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.

10. FALSE ALARMS - Issuing by word or act a false or misleading report of a fire.
11. FIGHTING - An act involving hostile bodily contact in or on school property, or going to or from school, including any activity.
12. FIREARMS/WEAPONS - The act of possessing, using, or threatening to use any weapons or instrument capable of inflicting bodily injury. Firearms and weapons are prohibited on school property or at any activity sponsored by the school.
13. FORGERY - The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other forms.
14. GAMBLING - Any game of chance which involves the exchange of money.
15. GROSS MISBEHAVIOR - Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.
16. ENTICING OTHERS TO VIOLENCE OR DISOBEDIENCE - Giving encouragement to demonstrations or protests by words, acts, or deeds which disrupt the normal educational process of the school.
17. INDECENCY - Offensive acts which include acts of immoral conduct against commonly recognized standards of propriety or good taste as interpreted by the administration and teaching staff.
18. INSUBORDINATION - The failure to respond to or carry out a reasonable request by a staff member.
19. LOITERING - The act of being in or about any school building or in specifically restricted areas of school building at unauthorized times or without the specific authorization of school personnel.
20. LYING/CHEATING – The act of being deceitful, dishonest and/or devious.
21. OBSENIETY/PROFANITY – The act of using obscene and profane language by pupils, in verbal or written form or in pictures or caricatures in or on any school property.
22. PERSISTENT DISOBEDIENCE - Repeated misbehavior in complying with the rules and regulations of the school and instructional staff.
23. PHYSICAL ASSAULT – Intentionally causing or attempting to cause physical harm to another through force or violence on school property or going to or from school, including any activity under Board of Education sponsorship.
24. RESTORATIVE JUSTICE- a system of criminal justice that focuses on the rehabilitation of offenders through reconciliation with victims and the community at large.
25. SMOKING - The smoking or conspicuous possession of tobacco or tobacco products is not permitted on school property.

26. 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.
27. TRESPASS - Being present in an unauthorized place or refusing to leave when directed to do so.
28. VANDALISM/MALICIOUS MISCHIEF - The act of willful destruction of school property and property belonging to another or others; defacing school property.
29. VERBAL ASSAULT – Any statement or act, oral or written, which can be reasonably expected to induce in another person(s) apprehension of danger of bodily injury or harm.
30. VIOLATION - Of any state law or municipal ordinance while on school property, attending school-sponsored events, or traveling to and from school, under school supervision.
31. VIOLATION - Of any rule or regulation of the school necessary to ensure an orderly educational process.

**APPENDIX C  
CHILD/ADULT ABUSE AND NEGLECT**

A. Child Law

1. General

The Michigan Child Protection Law, of 1984, requires that any school administrator, teacher, nurse, counselor, social worker or child care worker report all cases of suspected child abuse, neglect or sexual exploitation on behalf of the children under eighteen years of age. The law provides legal immunity for such persons acting in good faith and making reports or assisting in any other requirement of the law. The Board of Education of the Shiawassee RESD establishes this policy in an effort to alert staff to be observant for any incidence of child abuse, neglect or sexual exploitation.

2. Definition

“Child” means a person under 18 years of age.

“Child abuse” means harm to a child’s health or welfare by a parent, legal guardian, or person who has custodial care of the child which occurs through either of the following: (i) Negligent treatment, including failure to provide adequate food, clothing, shelter or medical care. (ii) Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian or person who has custodial care of the child to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.

“Sexual abuse” means engaging in sexual contact or sexual penetration as defined in section 520a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being section 750.520a of the Michigan Compiled Laws, with a child.

B. Adult Law

1. General

Public Act 519 gives the Health and Human Services the responsibility to provide Adult Protective Services to those in need who require this help. This law requires the Health and Human Services to “commence an investigation to determine whether the person suspected of being abused, neglected or exploited is an adult in need of protective services.” Based upon the finding of the investigation, the department is to make available to the adult the appropriate and least restrictive protective services . . . and take necessary action to safeguard and enhance the welfare of the adult, if possible.

2. Definition:

ABUSE – Any harm or threatened harm to an adult’s health or welfare caused by another person. This includes non-accidental



## SCHOOL RELATED LAWS

**Smoking Regulations** – Public Act 459 prohibits smoking and chewing tobacco on all school property. This law prohibits the use of tobacco products which can be inhaled, chewed or placed in a person’s mouth. Violation of this law is a misdemeanor and punishable by a \$50 fine. Students who use tobacco products on school property may receive in-school consequences. Police reports may also be filed.

**Communication Devices** – A student may possess a wireless communication or other electronic communication or storage device in school, on school property, at after-school activities and at school-related functions, provided that the device remains off and stored out of sight. Possession of a cell telephone or other device is a privilege which may be forfeited by any student who fails to abide by this policy. Violations may result in disciplinary action and/or confiscation of the device.

“Sexting” is prohibited at any time on school property or at school functions. This is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct is not only potentially dangerous, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

**Dangerous Weapons, Arson and Rape** – Public Act 335 requires public schools to immediately suspend and begin expulsion proceeding on students who bring a dangerous weapon to school or commits arson or rape in a school building or on school property. State law defines dangerous weapons as gun, dagger, dirk, stiletto, knife with blade over three inches in length, a pocketknife opened by a mechanical device, an iron bar or brass knuckles. If a student brings a weapon to school, police will be notified immediately and the student will be suspended until an IEPT can be held. An IEPT is the first step in expulsion proceedings. The results of the IEPT will determine subsequent steps in the process.

**Sexual Harassment** – Sexual harassment is a violation of an individual’s civil rights and will not be tolerated. Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, and sexual jokes. Students are encouraged to report incidents of sexual harassment and the offenders will be subject to discipline.

**Physical/Verbal Assault and Bomb Threats** – Public 104 of 1999 requires that a student, grade six or above, be expelled for a) the act of physical assault to school personnel, b) the act of verbal assault toward school personnel, or c) the act of making a bomb threat against a school, school property or a school event. If any of these situations occur, police will be notified immediately and the student will be suspended until an IEPT can be held. An IEPT is the first step in expulsion proceedings. The results of the IEPT will determine subsequent steps in the process.

**Physical Assault Toward Students** – Public Act 102 of 1999 requires that a student grade six or above be expelled for a) the act of physical assault toward another student on school property, or at any school activity. If any of these situations occur, police will be notified immediately and the student will be suspended until an IEPT can be held. An IEPT is the first step in expulsion proceeding. The results of the IEPT will determine subsequent steps in the process.

**Displays of Affection** – Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

I have read and understand the contents of the SRES D Student and Parent Handbook for the students attending the Shiawassee Regional Education Service Districts' center-based programs.

\_\_\_\_\_  
**Student Signature (when applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Date**

Please sign and return this page to the classroom teacher.

Thank you.