PARENT AND STUDENT HANDBOOK

The Kearsley Community School District is committed to educational excellence. It is our mission to prepare students to be self directed lifelong learners and problem solvers in a global society.

Kearsley Community Schools

Daily Building Schedules

School	Bus drop off	School begins	School ends	Buses depart
Kearsley High School (9th-12th)	7:15 a.m.	7:30 a.m.	2:20 p.m.	2:27 p.m.
Armstrong Middle School (6th-8th)	7:15 a.m.	7:30 a.m.	2:20 p.m.	2:27 p.m.
Fiedler Elementary (4th-5th)	8:05 a.m.	8:15 a.m.	3:05 p.m.	3:12 p.m.
Dowdall Elementary (2nd-3rd)	8:20 a.m.	8:30 a.m.	3:20 p.m.	3:27 p.m.
Weston Elementary (K-1st)	8:25 a.m.	8:35 a.m.	3:25 p.m.	3:32 p.m.
Buffey Elementary (Y5)	8:10 a.m.	8:20 a.m.	3:10 p.m.	3:17 p.m.

Administration

Administration Building: 4396 Underhill Drive, Flint, MI 48506 Phone: (810) 591-8000
Fax: (810) 591-8421

Superintendent - Paul Gaudard Phone: (810) 591-7611
Deputy Superintendent - Peter LoFiego Phone: (810) 591-7602
Executive Dir. of Curriculum, Assessments & Grants - Sarah Courneya Phone: (810) 591-7601
Dir. of Student Services - Kelli-Ann Fazer Phone: (810) 591-7604

Kearsley High School: 4302 Underhill Drive, Flint, MI 48506 Phone: (810) 591-5313
Fax: (810) 591-9888
Principal - Dr. David Ersig Phone: (810) 591-5305
Attendance Line Phone: (810) 591-5312

Armstrong Middle School: 6161 Hopkins Rd., Flint, MI 48506 Phone: (810) 591-9929
Fax: (810) 591-9944
Principal - Lisa Oetting Phone: (810) 591-2453
Attendance Line Phone: (810) 591-9929 #1

Fiedler Elementary: 6317 Nightingale Dr., Flint, MI 48506 Phone: (810) 591-9925
Fax: (810) 591-9927
Principal - Kristi Cummings Phone: (810) 591-2741

Dowdall Elementary: 3333 Shillelagh Dr., Flint, MI 48506 Phone: (810) 591-2276
Fax: (810) 591-2276
Principal - Kelly Fisher Phone: (810) 591-3064

Weston Elementary: 2499 Cashin St., Burton, MI 48509 Phone: (810) 591-8481
Fax: (810) 591-8485
Principal - Sarah Wood Phone: (810) 591-2336

Buffey Elementary/Pumpkin Patch: 4235 Crosby Rd., Flint, MI 48506 Phone: (810) 591-3585
Fax: (810) 591-9924
Principal - Douglas Hibbs Phone: (810) 591-3504

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Kearsley Community Schools - Organizational Structure

RESTORATIVE PRACTICE

In order to support the beliefs and expectations of Kearsley Community Schools, our staff and leadership will utilize the Restorative Practices approach to developing and supporting civil and respectful relationships throughout our school community.

School-based Restorative Practice is an approach which engages the school community in positive interventions

and behavioral supports. Restorative practices promote a culture of civility by nurturing safety, inclusion, respect, and positive relationships. Restorative practices may result in a reduction of disciplinary action,

COMMUNICATING WITH SCHOOL LEADERS

As situations arise when students and parents may have questions or concerns with the educational process, it is important that open communication exists. Many questions can be easily answered by the educator directly involved in the class or program before it becomes necessary to move that question forward. One of the easiest ways to communicate is through email, or a phone call. As a way to help parents effectively ask questions or communicate a concern, an “Organization Structure” has been established. Kearsley Community Schools leadership will follow the communication process below, and ask families to use this process as a reference when beginning their communications. You may also print a copy of this process and the contact information from our webpage - Organizational Structure.

For a complete staff directory, visit www.kearsleyschools.org. We look forward to continuing to develop positive partnerships with all Kearsley Community Schools parents.

POINTS OF CONTACT

Kearsley Virtual Academy

STEP 1: Olivia Lake Lofiego - olake-lofiego@kearsleyschools.org
Online Counselor/Coordinator - 810.591.5313

STEP 2: Patrick Gerace - pgerace@kearsleyschools.org
Restorative Practices Coordinator - 810.591.5309

STEP 3: Brandon Marks - bmarks@kearsleyschools.org
KVA Principal - 810.591.5308

STEP 4: Sarah Courneya
scourneya@kearsleyschools.org
Exec. Director of Curriculum, Assessment & Grants - 810.591.7601

Food and Nutrition Services

STEP 1: School Building Main Office

STEP 2: Building Principal (see next page)

STEP 3: Jarvis Richardson
jrichardson@kearsleyschools.org
Food Service Director - 810.591.5410

STEP 4: Peter LoFiego - plofiego@kearsleyschools.org
Deputy Superintendent - 810.591.7602

Athletic Questions or Concerns

STEP 1: Coach

STEP 2: Keith Saxton - ksaxton@kearsleyschools.org
Director of Athletics - 810.591.5315

STEP 3: Building Principal (see directory below)

STEP 4: Peter LoFiego - plofiego@kearsleyschools.org
Deputy Superintendent - 810.591.7602

Early Childhood - Pumpkin Patch/Buffey

STEP 1: Classroom Teacher

STEP 2: Doug Hibbs - dhibbs@kearsleyschools.org
Early Childhood Principal - 810.591.3501

STEP 3: Sarah Courneya - scourneya@kearsleyschools.org
Exec. Director of Curriculum, Assessment & Grants - 810.591.7601

Special Education

STEP 1: Classroom Teacher

STEP 2: Special Education Case Manager

STEP 3: Building Principal (see directory below)

STEP 4: Kelli-Ann Fazer - kfazer@kearsleyschools.org
Director of Student Services - 810.591.7604

Transportation

STEP 1: Building Principal (see directory below)

STEP 2: Rachelle Stewart - rstewart@kearsleyschools.org
Transportation Dispatch Coordinator - 810.591.7623

STEP 3: Ron March - rmarch@kearsleyschools.org
Transportation Supervisor - 810.591.7622

STEP 4: Peter LoFiego - plofiego@kearsleyschools.org
Deputy Superintendent - 810.591.7602

Building and Grounds

STEP 1: School Building Main Office

STEP 2: Building Principal (see directory below)

STEP 3: Ron March - rmarch@kearsleyschools.org
Director of Maintenance & Grounds - 810.591.7622

STEP 4: Peter LoFiego - plofiego@kearsleyschools.org
Deputy Superintendent - 810.591.7602

Technology

KCS HelpDesk
technology@kearsleyschools.org

Executive Director - District Wide
Nate Moore
nmoore@kearsleyschools.org
810.591.7625

KCS Building Leadership/Safety Directory

Elementary Building Principals

Buffey Elementary / Early Childhood - Principal
Douglas Hibbs
dhibbs@kearsleyschools.org
810.591.3501

Weston Elementary - Principal
Sarah Wood
swood@kearsleyschools.org
810.591.2339

Dowdall Elementary - Principal
Kelly Fisher
kfisher@kearsleyschools.org
810.591.3066

Fiedler Elementary - Principal
Kristina Cummings
kcummings@kearsleyschools.org
810.591.2743

Lisa Diener
Elementary Restorative Practices Coordinator @ Fiedler Elementary
ldiener@kearsleyschools.org
810.591.9925

Joe Corkran
Elementary Restorative Practices Coordinator @ Dowdall / Weston
jcorkran@kearsleyschools.org
810.591.3096

Secondary Building Principals

Armstrong Middle School - Principal
Lisa Oetting
loetting@kearsleyschools.org
810.591.2454

Matt Moore - Assistant Principal
mmoore@kearsleyschools.org
810.591.2458

Brandy Jones
Restorative Practices Coordinator & Director of Middle School Athletics
810.591.2457

Kearsley High School - Principal
Dr. David Ersig
dersig@kearsleyschools.org
810.591.5316

Brandon Marks- Assistant Principal
bmarks@kearsleyschools.org
810.591.5308

Keith Saxton - Assistant Principal & Director of High School Athletics
ksaxton@kearsleyschools.org
810.591.5315

Patrick Gerace - Restorative Practices Coordinator @ Kearsley High School
pgerace@kearsleyschools.org
810.591.5309

Kearsley Community School Security Team

Officer Devin Hubbard - Genesee Township PD School Resource Officer

Security Consultant - Armstrong MS
Dylan McCarthy

Security Consultant - Kearsley HS
Kayla Coburn

WELCOME

On behalf of the faculty and administration, it is our pleasure to welcome you to Kearsley Community Schools. A school is a reflection of the people inside, and together, we have the opportunity to make our schools outstanding. It takes a team effort of cooperation and individual responsibility to achieve this goal.

Our offices are always open, and we will be happy to offer any assistance to you as an individual. Please enjoy your years at Kearsley. We hope they will be rewarding and memorable. Always remember that the rewards you take from here will depend a great deal on the individual responsibility and effort each student is willing to put forth.

MISSION STATEMENT

Kearsley Community Schools is committed to fostering a collaborative, inclusive environment where curiosity, perseverance, and respect empower every student to pursue excellence, embrace learning, and contribute to a united, thriving community in an ever-changing world.

STUDENT ENROLLMENT / REGISTRATION INFORMATION

Students enrolling for the first time in the district should register at the school building they will be attending. Please bring the following documents for enrollment:

- Child's original birth certificate - Issued from the county clerk's office with the official seal on it. Hospital certificates will not be accepted.
- Child's social security number.
- Child's complete and up-to-date immunization records.
- Three (3) proofs of residency in the Kearsley district. (This can be any three pieces of mail with your name and address on them. You may also use a lease as one of your proofs).

After enrollment, if the child's residency changes from one Kearsley address to another address within Kearsley, the parent/guardian will be required to provide new, updated proofs of residency. For details, please contact Traci Corchado at (810) 591-7611.

IMMUNIZATION REQUIREMENTS

District Nurse	Nicole Cameron	(810) 591-3506

All children who enter school in Michigan are required by state law to be fully vaccinated in accordance with Part 92, Act 368 of the Public Acts of 1978, as amended. Proof of the following immunizations MUST be provided at the time of registration for all students enrolling in Kearsley Community Schools for the first time:

For children ages 4-6:

- DTaP (Diphtheria, tetanus, pertussis) - four doses. If a dose was NOT received on or after the fourth birthday, a booster dose is required.
- Polio - three doses. If a dose was NOT received on or after the fourth birthday, a booster dose is required.
- MMR (measles, mumps, rubella) - two doses required. The first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.

- Varicella (chicken pox) - one does no earlier than the first birthday or reliable verbal history of disease from parent/guardian.

For children ages 7-19:

- Diphtheria and tetanus - four doses, or three doses if the first dose was received on or after the seventh birthday.
- Polio - three doses of polio vaccine required.
- MMR (measles, mumps, rubella) - two doses required, the first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.
- Varicella (chicken pox) - one dose or verbal history of disease from parent/guardian.

For children ages 11 years of age or older upon entering 7th grade:

- Meningococcal - one dose is required prior to school entry.
- DTaP (Diphtheria, tetanus, pertussis)

For children entering kindergarten and all children changing school districts:

- Varicella (chicken pox) - two doses or verbal history of disease from parent/guardian.

For children ages 11-18 changing school districts:

- Diphtheria and tetanus - four doses, or three doses if the first dose was received on or after the seventh birthday. If a dose was not received within the last five years, a booster dose is required prior to school entry.
- Polio - three doses required.
- MMR (measles, mumps, rubella) - two doses required, the first dose no sooner than the first birthday or laboratory evidence of immunity to measles, mumps and rubella.
- Hepatitis B - three dose series.
- Varicella (chicken pox) - two doses or verbal history of disease from parent/guardian.

Students not meeting minimum requirements must obtain necessary immunizations and provide proof to the administrator of the child's school building within 30 days of enrolling. Failure to meet these requirements, as set by the Michigan Department of Community health, may result in the child being excluded from attending school.

SPECIAL SERVICES

Director of Special Services	Kelli-Ann Fazer	(810) 591-7614
	TDD Line	(810) 591-2334

The Special Services office is located in the district's administration building at 4396 Underhill Drive. The office handles all special education services and gifted and talented programs as well as English Language Learner and McKinney-Vento homeless student services. Parents who suspect that their child may have a disability can contact this office to request an evaluation.

Special Education Services include:

- Speech and language therapy
- Social worker services
- Teacher consultant services
- Resource rooms

Transfer students who received special education services during the previous school year need to contact the Student Services office at (810) 591-7614 prior to enrolling at an individual school building.

A confidential release of records and permission for placement form must be signed in this office. It is very helpful for the parent/guardian to bring a copy of the child's most recent Individualized Educational Planning (IEP) report. Special Education personnel do their best to provide the most appropriate program for each child.

KEARSLEY ACADEMICALLY TALENTED STUDENTS (KATS) PROGRAM

Coordinator	Sarah Courneya	(810) 591-7601

The Kearsley Academically Talented Students (KATS) program offers courses for students in grades sixth through 12. Middle school gifted and talented students have the opportunity to enroll in a year-long KATS elective course which includes future problem solving and green water testing, along with honors ELA and accelerated math. Honors and AP classes are offered during the high school years.

Student assessment and classroom performance data is used to recognize potential KATS middle school students. A high school student can apply for honors or AP classes.

Transfer students who were placed in gifted programs during the previous school year and wish to be considered for special placement in Kearsley should contact the school counseling office.

WEATHER AND EMERGENCY PROCEDURES

The area in which we live makes it advisable to have some procedures for the protection of lives during certain weather or other emergencies. In the case of an emergency, it is very important for students to listen carefully and to follow all staff directions during tornadoes or other emergency drills.

Staff members have been trained to follow the district's safety and crisis plan. We regularly conduct safety drills (weather, fire, and lock-down).

In the event of an emergency or school closing, parents signed up through the district's alert system will be notified by text or email parents will also receive a phone call through our automated telephone system. Further information may also be available on the district's website and on local radio and television stations. Please note that the district will not bombard you with texts once you sign up through the alert system. The district only sends text messages in the case of emergencies or school closings.

CANCELLATION OF SCHOOL

When it becomes necessary to cancel school before it is in session, administrative personnel will communicate through the alert system to parents and students and contact WJRT-TV, Channel 12, to have an announcement made over the air.

If school is dismissed early due to weather or other emergency conditions, administration will communicate through our alert system and contact local TV stations. Cancellation information may also be posted on the district's website at www.kearsleyschools.org. Students will be bussed where they are usually taken at the end of the school day. Please discuss with your child where to go if school is dismissed early. Have a plan in place with your child before this situation arises.

It is permissible for you to come to the school to get your child during a time of severe weather conditions.

Tornado Watch

The school administration takes direction concerning tornado and weather conditions from the National Weather Service. If the National Weather Service informs us there is a tornado watch, which means conditions are such that a tornado could occur, we will most likely keep students at school and release them at the regular time.

Tornado Warning

If we are notified that the area is under a tornado warning, which means a tornado has been sighted in the area, we will keep students in school and direct them to designated areas.

The decision as to whether or not we can send students home depends entirely upon the amount of time we are given to prepare for the problem. Nearly 80 percent of the students in our district ride a school bus. Our buses are used for multiple runs - high school, middle and elementary. Because of this multiple use, it requires approximately two hours to get all of our students home.

We ask that you not call the school office for non-emergency reasons under these conditions because this ties up our telephone lines at the time we need them most. If there is an early dismissal, the information will be sent out immediately to parents signed up to receive emergency notifications, texts, automated telephone calls and placed on our website before notifying the area radio and television stations. It is suggested that parents sign up for texts, check our website or listen to the radio or TV when weather conditions are threatening.

If students remain in school, all buildings will follow a tornado plan recommended by the Civil Defence Headquarters. Each building has a plan and we hold tornado drills so students know the recommended location for maximum safety in each building and how to reach that location quickly.

Fire Drill Regulations

Fire drills are conducted at unannounced times during the school year. The fire drill warning is a horn-like sound. Teachers will explain these regulations at the beginning of each course. All students and personnel must leave the building and move into the designated areas during a fire drill.

Lock Down Drill

Lock down drills are conducted at unannounced times during the school year. These drills are announced over the PA system. Teachers will go over guidelines for these drills at the beginning of each semester.

Video Surveillance

Pursuant to Board Policy 7440.01 you are hereby notified that for the safety of our students and staff the district’s buildings and common areas, such as but not limited to, entry and exit doors, hallways, cafeteria and parking lots are monitored by video surveillance systems.

The Kearsley Board has authorized the use of video cameras in our schools and on district property such as parking lots. The video cameras shall be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and shall be retained with other student records. Videotapes shall only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

Concussions

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

Communicable Disease

Kearsley adheres to the Genesee County Health Department guidelines for communicable diseases. For a complete reference chart, see www.gchd.us.

STUDENTS RIGHTS AND RESPONSIBILITIES

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

It is recognized that the school is an academic community composed of all students, teachers, administrators, parents, and the community-at-large. The rules and regulations of the school are the laws of that community. All those who enjoy the right of citizenship in the school community must accept the corresponding responsibilities. This entails respect for the laws of the community and for the rights of the other members of that community. It is our goal to seek to be a community of good citizens, learning and conducting ourselves in such a way as to enrich the lives of everyone.

It is the student's right to:

1. Attend school in the district in which their parent or legal guardian resides.
2. Form and hold their own ideas and beliefs.
3. Express their opinions verbally or in writing using school appropriate language.
4. Dress within recognized standards of health, safety and good taste.
5. Associate and assemble peacefully.
6. Petition school officials for corrections of complaints.
7. Expect that the school shall be a safe place for all students to gain an education.
8. Have privacy of their school records.
9. Be afforded a fair hearing in the event of disciplinary action with all of the safeguards of procedural due process.
10. Expect that the school will make every effort to safeguard individual rights.

Student Expectations

Kearsley Community School students should strive to adhere to the following individual responsibilities while at school.
A student should:

1. Respect the inherent human dignity, worth, and rights of every other individual.
2. Be informed of and adhere to reasonable rules and regulations established in this handbook and implemented by school administrators and teachers for the welfare and safety of students.
3. Be punctual and present in the regular school program to the best of one's ability.
4. Study diligently and maintain the best possible level of academic achievement.
5. Dress and appear in a manner that meets standards of health, cleanliness, decency, and safety.
6. Express their opinions and ideas in a respectful manner so as not to offend or slander others.

7. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
8. Conduct oneself in an appropriate manner while in attendance at all school or school-related functions held on or off school grounds.
9. Continue or become actively involved in one's education, understanding of people, and preparation for adult life.
10. Report knowledge of violation of school policy (i.e. weapons, drugs, alcohol, etc.) on school property.
11. Be responsible for their locker and the materials and equipment stored in that locker. The school does not assume responsibility for student property lost or stolen from lockers.

ADMINISTRATIVE POLICY

A. AUTHORITY OF SCHOOL BOARD

In accordance with the laws of the State of Michigan MCL 380.11a; MSA 15.4011a, the Board of Education has the right to make reasonable rules and regulations in the interests of public elementary and secondary education in the school district. This includes regulations relative to student conduct in order to provide for their safety and welfare at school or while enroute to and from school or while attending school-sponsored activities, or while not at school-sponsored or regular instruction programs.

The Board of Education has approved the policies, rules and regulations contained in this publication. At any time, the Board may adopt additional policies.

B. USE POLICY (Computer and Network)

Kearsley Community Schools is a 1:1 district meaning every child will have access to a computing device.

Overview

The Board authorizes the superintendent to develop services linking computers and other technology within and between buildings in the district and to provide access to the Internet for students and staff. All technology implementation shall be aligned with Board policy on technology and the district's educational goals.

Use of the district computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the district. The district's general rules for behavior and communications shall apply when using district computer equipment.

The superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually.

District User Accounts

The Board authorizes the superintendent to provide district user accounts for students and staff to access the district computer network and the Internet, electronic mail, cloud-based services, file server space, or other technology resources. Such access shall be provided in furtherance

of the district's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation and student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Computer and Network Use

Use of district technology resources is a privilege, not a right. The fundamental rule for use of district technology is that all use must be consistent with the district's educational goals and behavior expectations. Because electronic communications are varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to adhere to the educational norms and behavior of the school community.

Users must:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information which is interesting and helpful to other users.
- Always use the technology as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.
- Promptly report to district staff any content viewed or received over the technology resources that is inappropriate or explicit or makes the user feel uncomfortable, harassed, threatened, or bullied. Users should not delete such content until instructed to do so by a staff member.
- Promptly report to district staff any unauthorized use of district technology, or use that is not according to these rules.

Users must not:

- Use district equipment for anything contrary to law, or to solicit others to break any law.
- Create, send, publish, download, access, or bring into the school environment material which is inconsistent with the educational goals of the district, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity.
- Use the district network for any political campaigning, commercial advertising, solicitation or other commercial purpose or financial gain without approval from the superintendent.
- Attempt to discover or use another user's password or otherwise access their accounts.
- Access or attempt to access the records or files of other users or of the district, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources, except with prior authorization from a system administrator or the owner of the record in question.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending malicious software.
- Configure hardware or software to intentionally allow access to unauthorized users.
- Use district technology to send unsolicited, bulk, chain, harassing, anonymous, or other

messages.
- Attempt to use the network while access privileges are suspended.
- Download, copy, or install software that has not been specifically authorized by the school district.
- Download any music, videos or pictures or participate in playing any computer games unless they serve an educational purpose in line with the district's curriculum and technology plan.
- Attach any hardware, peripheral or other equipment to the network without approval of the system administrator.
- Participate in any peer-to-peer file sharing.
- Attempt to bypass any security programs, filters, restrictions, or other measures put in place by the district.

System Integrity

The superintendent may designate person(s) trained in technology ("system administrators") at the building and/or district level to implement the district's rules and regulations and to provide technology support for students, staff and Board members. The superintendent, in concert with the system administrators, shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to district and school records.The district does not guarantee that its technology resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the district be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the technology resources.

Monitoring

District user accounts and all use of district technology resources are considered a privilege, not a right, and are subject to the district's rules and policies. Electronic communications and stored material may be monitored or read by school officials. This includes but is not limited to, the use of monitoring software. Electronic communications associated with district-provided user accounts may be inspected by school officials without the consent of the sender or a recipient. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the district's policy and rules on student records.

Privacy

The district may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies regarding unauthorized release of information and student records.

Content Filtering

The administration shall make use of technology to block access by individual users or groups of users to networked equipment, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the district pursuant to law.

Inquiries, access requests, or complaints regarding the content of networked information or access to internet resources can be forwarded to the Technology Department for review and possible action.

Staff, Student, Community Request for Computer Network Access

The district shall utilize a system or method that is designed to prevent a minor from viewing any material that is deemed harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access.

The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney's fees incurred by the district relating to or arising out of any breach of the terms of this request for network access.

District Web Page(s)

Any and all web pages representing the district shall be carried and posted only on the district's designated server(s) and shall be designed and published in accordance with rules promulgated by the superintendent.

Access

. As with district-owned devices, students are expected to adhere to the KCS Technology Acceptable Use Policy (AUP). Additionally, in compliance with the Children's Internet Protection Act (CIPA), the KCS Technology Department will filter internet content for users connected to the network.

Support

Support for student-owned devices is the responsibility of the owner. Kearsley staff members are not responsible for technical issues. Always consult your device's owner's manual or "Help" menu for exact directions on how to access a wireless network.

Theft, Loss, or Damage

Kearsley Community Schools, or any employee of the district, is not liable or responsible for any theft, damage, or loss of any non-district device or the information on any such device. It is the responsibility of the device owner to ensure that the device is safe and secure.

Texting, App or Data Charges

Kearsley Community Schools is not responsible for any fees associated with using any personal technology devices. All fees and charges related to texting or internet use on any student-owned device is the sole responsibility of the owner.

C. ALCOHOL, TOBACCO and OTHER DRUGS POLICY (ATOD)

Drug Free Schools

Kearsley Community Schools supports and complies with the Drug Free Schools Act. The Drug Free Schools Act requires that information about counseling, rehabilitation and re-entry programs related to alcohol, tobacco and other drug use (ATOD) be made available to students and/or parents. A list of resource agencies is provided below.

The specific policies of Kearsley Community Schools regarding alcohol, tobacco, and other drugs follow.

Tobacco Use

Tobacco use and/or the possession of any tobacco product (including e-cigarettes) by any K-12 student is wrong and harmful, and its use and/or possession is prohibited in all attendance centers, at all school sponsored events, and on all school grounds.

Violation of these illegal acts will result in disciplinary action up to and including suspension and expulsion from school and referral to the appropriate law enforcement authorities. Local ordinances do exist that allow minors who possess or use tobacco or vapor to be subject to a civil infraction and fine.

Alcohol Use

The consumption and/or possession of any alcoholic beverage by students is wrong and harmful; therefore, the consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage by students is prohibited in any attendance center, on school grounds or at any school sponsored activity.

Any student who consumes any alcoholic or alcoholic look-alike beverage upon school grounds or in an attendance center, at any school sponsored activity off school grounds or going to or from any school sponsored activity, or appears to be under the influence of alcohol, shall be refused entrance and admission and may be subject to discipline, up to and including suspension or expulsion, and referral to the appropriate law enforcement authorities.

Drug Use

The illegal consumption and/or possession or sale of any controlled substance or drug paraphernalia by students is wrong and harmful, and is prohibited in any attendance center, or on school or district grounds or at any school sponsored activity.

Any student who has in their possession any controlled substance or appears to be under the influence of any drugs before entering upon school or district grounds or going to or from any school sponsored activity, shall be refused entrance and admission and may be subject to discipline, up to and including suspension and/or expulsion, as well as referral to the appropriate law enforcement authorities. District personnel may refer a student to any medical treatment or school service agency when such student is reasonably believed to be abusing, or incapacitated by the use of alcohol or other drugs.

Special Note:

While substance abuse is a very serious matter, it is also recognized that elementary students may not have reached an age of maturity where they are held fully accountable for their decisions. Accordingly, violations of policy involving alcohol, tobacco and other drugs by students in grades K-5 will be examined on a case by case basis. Emphasis will be placed on

counseling and rehabilitation; however, cases involving neglect or abuse shall be reported to the appropriate law enforcement or social agencies. Penalties up to and including suspension and/or expulsion may still be enforced should it be deemed necessary to ensure the health and welfare of other students in attendance.

For a listing of local support agencies, the following has been provided:

GENESEE COUNTY

Alcohol and Drug Abuse

Al-Anon and Alateen	(810) 234-1460
Alcoholics Anonymous	(810) 234-0815
Intake, Assessment & Referral Center	(810) 235-9555

Abuse and Neglect

Community Mental Health Crisis Line	(810) 257-3740
National Parent Helpline	(855) 427-2736 (1-855-4AParent)
Protective Services	(855) 444-3911
4C Resource Agency for Children	(810) 232-0145

Health Services

Mott Children's Health Center	(810) 767-5750

Legal Services

Legal Services of Eastern Michigan	(810) 234-2621

Poison Information

Poison Control Center	(800) 222-1222

Runaway Help-Emergency Shelter

Emergency Shelter for Women	(810) 239-5433
REACH Runaway Shelter	(810) 233-8700
Runaway Hotline	(800) 786-2929 (1-800-Runaway) or Text 66008

Tobacco

Genesee County Health Department	(810) 257-3612

Sexual Assault and Rape

YWCA of Greater Flint	(810) 238-7621

Gambling Abuse / Addiction

Gambling Helpline	(800) 270-7117

D. ANIMALS and PLANTS in SCHOOLS

Persons bringing animals into the school must receive prior permission from the supervising teacher and the building principal. animals , including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for and properly handled.

E. ASBESTOS

Kearsley Community Schools, in keeping with the regulations set by the Environmental

Protection Agency (EPA), continues to do self-inspections of all school facilities every six months. This is done by our custodial staff who are trained in asbestos material handling procedures as required by the Asbestos Containing Materials in Schools regulations, commonly referred to as AHERA. We will continue to be conscientious about identifying, repairing and maintaining asbestos materials in our schools as part of our ongoing maintenance of these materials. The district completes an asbestos re-inspection as required by the EPA every three years. The re-inspection report is available for review in the main offices of school buildings, or in the district's business office at 4396 Underhill Drive.

F. BULLYING

It is the policy of the district to provide a safe educational environment for all students. Bullying and/or "cyberbullying" of a student at school is strictly prohibited.

For the purposes of this policy, "bullying" is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
2. Adversely affecting a student's ability to participate in or benefit from the district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district, and is prohibited. In addition, retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. All students are protected under this policy. Bullying is equally prohibited without regard to its subject matter or motivating animus (purpose).

Upon receipt of a report of an alleged violation of this policy or a related complaint, the principal or the designee shall promptly and thoroughly investigate the incident. The principal or designee shall notify the parent/guardian of both the bullying victim and the perpetrator.

A student who engages in any act of bullying while at school, is subject to disciplinary action, up to and including suspension or expulsion.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event regardless of whether it is held on school premises. "At school" also includes conduct using a telecommunications access device or service provider that occurs off school premises if the telecommunications access device or service provider is owned by or under the control of the district.

The superintendent shall be responsible for ensuring the implementation of this policy. This policy will be publicized in the Board of Education policy manual and in the parent, student, and employee handbooks. All reported prohibited incidents, as well as verified incidents of bullying and the resulting consequences shall be documented in the district student information system. Reports verified incidents of bullying and the resulting consequences, including discipline and referrals shall be provided to the Board of Education on an annual basis.

G. COMPLAINT PROCEDURES

Kearsley Community Schools Board of Education is committed to treating all students, staff and parents in the Kearsley School District fairly and impartially. The Board is committed to assuring a school and working environment that is appropriate for institutions of learning and assures the safety and welfare of all.

Steps to Address Complaints

This section describes informal ways that incidents of perceived unfair treatment, complaints or harassment might be handled. These are not intended to be all-inclusive nor are any specifically recommended. It is desirable that students, staff and parents have a chance to make concerns known to the district and to afford the district an opportunity to review these concerns and respond to them.

Speak directly to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior, and how you would like the behavior to change. Or, write a letter to the person with whom there is a problem. Include information about what the person is doing, how you feel about the behavior and how you would like the behavior to change. Make a copy of the letter for yourself and deliver it in person, preferably accompanied by someone else as a witness to the delivery of the letter.

If the problem is not resolved after speaking or writing to the person, the problem will be forwarded to the building principal. The principal will respond in writing to the parent upon receipt of the complaint and forward a copy of their response to the appropriate administrator.

If the parent is not satisfied with the building principal's response, the parent is to notify the assistant superintendent. The assistant superintendent will confer with the principal and other staff who may be involved and, depending on the findings, will either:

a. Provide the parent a written response to the grievance.
b. Suggest in writing to the principal a course of action to achieve resolution, or
c. Schedule a meeting with the parent, principal, and other staff as considered appropriate to review the matter and to achieve resolution. The assistant superintendent is the last level of appeal.

H. DRESS CODE

The Kearsley School District is an institution of learning and it is our goal to provide a safe and orderly environment. We believe that student dress contributes to that environment.

In general, clothing needs to be clean and appropriate for school. Shoes must always be worn. Students cannot wear attire which interferes with the operation of the school or which impinges upon the general health, safety and welfare of the district, students or employees. To help clarify and provide examples of what we mean by "appropriate dress", please refer to the lists below. Even though this list is not exhaustive, we have tried in good faith to provide students and their parents with some guidelines.

Students who are not dressed appropriately will be asked to change clothing and return to class. There is some clothing available in the office that students may borrow. If the student refuses to change into appropriate clothing or there is no change of clothes available; a parent may be called to bring appropriate clothing to school. Disciplinary action, including suspension,

may be taken for students who chronically abuse the dress code policy.

The following are examples of appropriate and inappropriate clothing and/or accessories (including jewelry):

Appropriate Apparel

- Jeans, slacks
- Capri or crop pants
- Shorts (less than 7 inches above the crease behind the knee)*
- Skirts (less than 7 inches above the crease behind the knee)*
- Dresses (less than 7 inches above the crease behind the knee)*
- Shirts / tops / dresses with sleeves
- Sleeveless shirts / tops / dresses with collars
- Sleeveless shirts / tops / dresses with crew necks
- Sleeveless shirts/ tops / dresses with shoulder straps of at least 2 inches in width (no undergarments may show)

Inappropriate Apparel

- At no time is it appropriate for undergarments to show
- Shorts, skirts and dresses (no more than 7 inches above the crease behind the knee)
- Jeans / slacks MUST NOT have holes in areas more than 7 inches above the crease behind the knee. (In reference to shorts, skirts, dresses, jeans / slacks, the 7 inches rule applies even if wearing something underneath
- Shirts / tops / dresses showing the midriff
- Shirts / tops / dresses that are cut too low
- See-through tops (undergarments must meet dress code)
- Halter or tube tops
- Off the shoulder tops / ponchos must have an undergarment that meets dress code
- Trench coats
- Pajamas / pajama pants or slippers
- Hats, bandanas, hoods or headgear (including headbands and sunglasses) must be removed upon entering the building and be placed in the students' lockers and remain there for the duration of the school day
- Jewelry with spikes or studs or rings that mimic brass knuckles
- Safety pin accessories
- Chains, collars or spikes
- Roller blade shoes or shoes with wheels.
- Bare feet (footwear should be worn at all times)
- Articles of clothing with inappropriate subject matter, profanity, slogans or symbols, which promote or make reference to substances that would be considered illegal for minors, including alcohol, tobacco, and drugs. In addition, the article of clothing should not display words, symbols, or pictures that would be considered derogatory, obscene, vulgar, violent, racist or gang-related.
- Capes or flags
- Costumes (aside from building approved spirit and celebration days)

Teachers / Administrators may ask students to remove jewelry during physical activities in the classrooms or gym classes to ensure the safety of all students.

*This standard may not be used for kindergarten students.

I. EXPECTATIONS OF ADULTS

We believe that adults serve as important role models for students, and the manner in which we interact with one another is critical to cultivating and maintaining a mutually respectful and effective school environment. All adult members of the school community (parents, visitors, and staff) are expected to conduct themselves with professionalism and a respect for others.

Kearsley Community Schools encourages positive communication and prohibits volatile, hostile, or aggressive actions. It is expected that communication in all forms, and at all times, whether verbal, non-verbal, or written occurs in a professional and courteous manner. This policy is not intended to deprive any person of his/her right to freedom of expression; the intent is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff, and a safe, harassment-free environment in which parents and community members can participate in school functions.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of others; willfully causes property damage; uses offensive or vulgar language or who has otherwise established a continued pattern of unauthorized entry on school property, may be subject to banishment from campus and related school activities. Law enforcement may also be involved in repeated or severe cases.

J. FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA) - School RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or an eligible student believes is inaccurate or misleading. Parents or eligible students may ask Kearsley Community Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision or advise the individual of their right to a hearing regarding request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA, authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the Board; a person or company with whom the district has contracted to perform a special

task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Notice for Directory Information

FERPA requires that Kearsley Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education record in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs.
- Sports activity sheets, showing weight, height of team members.
- Social media posts

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Kearsley Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district before the first student day each school year. The district has designated the following information as directory information: student's name, address, telephone number, electronic mail address, picture, parent or guardian, date and place of birth, major field of study (ie. technology preparation program, honors program, etc.), dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or school attended by the student.

High school students and their parents / guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

Transfer of Student Records

The transfer of student records in Michigan is governed by the Revised School Code Section 1135 (MCL 380.1135) which requires that: Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of their school record. Any school that compiles records for each student in the school and that is requested to forward a copy a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to Section 1134 (Section 1134 deals with records of missing students). In the view of the Michigan Department of Education, the "school record" referred to in Section 1135 includes a student disciplinary record, including any suspension or expulsion action against the student.

School Publications, Website

Names and pictures of students may be used in district publications, including the Kearsley Connection, a newspaper mailed to all homes in the district, building newsletters, social media, slideshow presentations and on the website. From time to time, a student's picture may also be released to local media when press releases are issued.

If you object to your student's image or name appearing in any of these publications, please send a written request to the Communications Department at Kearsley Community Schools, 4396 Underhill Drive, Flint, MI 48506.

K. FOOD ALLERGIES

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

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

Due to increased peanut, tree nut allergies in staff and students we do not allow peanuts, tree nuts or nut products in any classroom. Copies of the food/nut/peanut allergy guidelines are posted on the website.

L. GANG-RELATED ACTIVITY

The presence of gang-related apparel, jewelry, accessories or manner of grooming or behavior will not be tolerated.

The use or display of, possession of, or the production of gang-related symbols is also not allowed on school grounds.

Students involved in any of the above described behaviors will receive one of the following consequences depending upon the circumstances:

1. Parent contact and/or parent conference.
2. Suspension
3. Expulsion

The soliciting or recruitment of gang members is forbidden and will be dealt with very severely. Students involved will be suspended from school with a possible recommendation for expulsion.

Students violating other school rules such as fighting and stealing, while engaging in gang-related activities, will receive two separate punishments, one punishment for the school infraction and a separate punishment for the gang-related behavior.

M. HAZING

The act of hazing is a crime in Michigan and will not be tolerated by the district. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action up to and including expulsion.

N. HIV / AIDS EDUCATION POLICY

Mandated HIV and Allowed Sex Education

School districts are required to teach about dangerous communicable diseases, including, but not limited to, HIV/AIDS. (MCL 380.1169). Instructions regarding dangerous communicable diseases, including, but not limited to, HIV/AIDS, must be offered at least once a year at every building level (elementary, middle/junior, senior high).

School districts can choose to teach sex education. If they do, they must do so in accordance with those sections of the Michigan Compiled Laws related to sex education and reproductive health. (MCL 380.1506, 380.1507, 380.1507a, 380.4507b, 388.1766, 388.1766a).

Parental Rights and Exclusion from Instruction

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

- The content of the instruction.
- Their right to review materials in advance.
- Their right to observe instruction.
- Their right to excuse their child without penalty (MCL 380.1507).

For sex education only, if a parent or legal guardian files a continuing written notice (i.e., a request to have their child permanently excluded from sex education classes), the student shall not be enrolled in the class(es) unless the parent or legal guardian submits a written authorization for that enrollment (MCL 380.1507a).

O. MEDICATION

This policy has been revised to comply with the Michigan Department of Education Model Policy and Guidelines for administering medication to pupils at school. It has been reviewed by the Genesee County Health Department and our school nurse. If you have questions about this policy or any health issues that relate to school, please contact the school nurse at (810) 591-3506.

Definition:

Medication includes prescription, non-prescription, and herbal medications and includes those taken by mouth, inhaler, those that are injectable, and those applied as drops or mist to nose, ears or eyes, or medications applied to the skin.

If a condition exists which requires medication to be taken at school, it may be self-administered by the student. The student's parent/guardian and physician must provide written authorization to the office to allow the student self-possess and self-administer medication. Elementary age students (grades K-6) are only allowed to self-administer inhaler medications. Middle school students and high school students (grades 7-12) are not allowed to self-administer any controlled substances including Ritalin or antidepressants. If necessary, you may request that this medication be administered by school personnel.

Any medication, including nonprescription and herbal medications, must be accompanied by an Authorization to Administer Medication form completed by the parent and the prescribing physician.

Due to the possibility of an allergic reaction, the first dose of any medication will not be administered at school.

The medication must be contained in the original, properly labeled container as prepared by a pharmacy, physician or pharmaceutical company. Measuring of liquids or dividing of pills, is the responsibility of the parent/guardian. Pharmacies may supply unit doses of liquids upon request. All medication will be counted in the presence of the parent. The school staff and parent(s) will document the amount received by signing the medication log.

Office personnel cannot administer medication in any way different from the instructions on the authorization form from the physician. Therefore, if there is a change in medication dosage or time to be administered, please have your physician update the authorization form or fax a change to the school office.

A log of the administration of this medication will be kept.

Prescription and medication supply renewal is the responsibility of the parent/guardian.

Medication left over at the end of the school year or after a student has left the district, must be picked up by the parent/guardian or the school will appropriately dispose of the medication according to local health department regulations.

Please notify the office if your child has any medical or physical problems that may need attention at school.

Students who receive medication for potentially life-threatening situations (glucagon, inhalers, epi-pens) will have, to the extent possible, a written emergency care plan which contains specific instructions for that student's needs, prepared by a physician and/or their designee, in collaboration with the parent/legal guardian and the school health professional.

P. NONDISCRIMINATION AND EQUAL ACCESS TO EDUCATION OPPORTUNITY

Kearsley Community Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its programs and activities, including employment opportunities, and provides equal access to the Boy Scouts and other

designated youth groups. The Board will vigorously enforce its prohibition against discriminatory harassment based on Protected Classes that are protected by Federal civil rights laws (unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The following persons have been designated to handle inquiries regarding the Board of Education's nondiscrimination and anti-harassment policies: Kearsley Community Schools is Title IX Director Douglas Hibbs (810) 591-3501 or the Director of Special Services, Kelli-Ann Fazer (810) 591-7614. They are located at 4396 Underhill Drive, Flint, MI 48506.

Any person believing that the Kearsley Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to Civil Rights Coordinators - Executive Director of Curriculum, Assessments and Grants, Sarah Courneya (810) 591-7601 or Director of Special Services, Kelli-Ann Fazer (810) 591-7614. They are located at 4396 Underhill Drive, Flint, MI 48506.

Q. PARENT INVOLVEMENT

Kearsley Community Schools recognizes and values parents and families as children's first teachers and decision-makers in education and believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. Parent and Family Engagement policy for each school in the District.

Kearsley Community Schools agrees to implement the following statutory requirements:

The Kearsley Community Schools is committed to the the following:

Relationships with Families

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;
- providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
- providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

- preparing families to be involved in meaningful discussions and meetings with school staff.

Volunteer Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

Learning at Home

- offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
- working with families to establish learning goals and help their children accomplish these goals;
- helping families to provide a school and home environment that encourages learning and extends learning at home.

Engaging Families in Decision Making and Advocacy

- engaging families as partners in the process of school review and continuous improvement planning;
- engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources; 1,2
- coordinating and integrating parent and family engagement programs and activities with District initiatives and community- based programs that encourage and support families' participation in their children's education, growth, and development.

The designated Title I schools within the Kearsley Community Schools (Armstrong, Fiedler, Dowdall, Weston) will follow the parent involvement policy guidelines in accordance with the No Child Left Behind Act of 2001, Section 1118, including:

Assisting parents in understanding the state's content standards and assessments and how to monitor their child's progress. Progress reports and report cards will be sent home. Parent/Teacher conferences will be held two (2) times each year. Teachers' school phone numbers and email addresses will be available to parents. Parents are encouraged to participate in parent involvement activities.

Providing materials and training to help parents work with their children. Parents will be encouraged to help plan parent training activities. Curriculum guides will be provided to parents. The district website will provide information about parent activities.

Training staff to build effective parent involvement. Principals and teachers will be encouraged to send home newsletters and calendars detailing expectations and activities. Parents will be invited to attend field trips and become involved in classroom learning activities. Teachers will contact parents to offer suggestions or improvement as well as to offer positive reinforcement of appropriate learning behavior.

Collaborating with other programs to coordinate parent involvement. Parents of preschool, Headstart, Great Start Readiness Program children will be invited to participate in parent

involvement activities when appropriate.

Providing information in a format and language that parents can understand. The district website and Community Connection, school newsletters and social media will provide information to parents.

Providing full opportunities for participation of parents with limited English proficiency or with disabilities and for parents of migratory children. Language Lines Translation Service and translators for parent meetings are available. The Kearsley buildings are handicapped accessible.

Evaluating the Parent Involvement Plan through annual surveys given to parents and teachers. Survey results will be shared at the annual Title I meeting to which parents and teachers will be invited to help plan the program for the following school year.

Kearsley Community Schools have school-parent compacts that were developed jointly by staff and parents. The compacts are distributed annually at parent conferences and are reviewed annually, with revisions made according to suggestions made by parents, students and staff.

Providing other reasonable support for parent involvement as parents may request.

R. PESTICIDES

State of Michigan law requires that schools and daycare centers that may apply pesticides on school or daycare property must provide an annual notification to parents or guardians of students attending the facility.

Please be advised that Kearsley Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, the school or daycare will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or daycare buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school or daycare will provide notice following any such application.

Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods by which advance notice of the applications of a pesticide will be given at least 48 hours before the application. The first method will be by posting at the main entrance to the school / childcare center. The second method will be by posting information on the building's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact Ron March at rmarch@kearsleyschools.org or 810-591-7622.

Please be advised that parents or guardians of children attending the school may review the school'sIntegrated Pest Management program and records of any pesticide application upon request. Contact Ron March at 810-591-7622 or by email at rmarch@kearsleyschools.org.

S. RESPECT FOR DIFFERENCES

Nearly 3,000 students attend Kearsley Community Schools each year. As we grow in size, we are also becoming more diverse. This means that our schools include students from many different family backgrounds, races, and economic situations. It is crucial that every student who attends Kearsley be treated with respect by fellow students and by adults. It is unfair and unacceptable in this school district to ignore or pick on other students simply because of the color of their skin, their physical size, the style of their dress, or the location of their homes. After all, each of us is unique and different from everyone else. In Kearsley, we respect individual differences in people; any form of disrespect will not be tolerated.

Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from School.

Any student who believes he or she has been subjected to discrimination, insults, or intimidation shall report the incident(s) to the guidance counselors or to the building principal.

T. SOLICITATION

Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school-sponsored activity.

Solicitation by Students

Solicitation by students within the schools or on school grounds for any causes prohibited except as it relates to school-sponsored activities.

U. STUDENT WELLNESS POLICY

Kearsley Community Schools is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support achievement and hereby adopts this Student Wellness Policy.

Nutrition Education

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

Nutrition Standards

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

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

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

Physical Education and Physical Activity Opportunities

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

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

Other School-Based Activities Designed to Promote Student Wellness

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

Implementation and Measurement

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

V. WEAPONS FREE SCHOOL ZONE

Kearsley Community Schools are also designated as Weapon Free School Zones. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons and/or dangerous weapons.

Students found in possession of any dangerous weapon as defined by law (including but not limited to a firearm, airsoft gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) shall be subject to expulsion for a minimum of 180 school days (meaning in a car or anywhere on school property). If the student is suspended for the balance of the semester, they may not receive credit for that semester.

Students found in possession of other weapons or instruments used as weapons including, but not limited to, knives with blades of three (3) inches or less, chains, BB guns, pellet guns, slingshots, pepper gas, mace, or other like chemical substances may also be subject to

suspension or expulsion.

Paintball guns are classified as dangerous weapons. Possessing or discharging a paint gun on school property will result in suspension / expulsion from Kearsley Community Schools. Students who possess and / or use instruments that look like weapons (i.e. toy guns or knives, etc.) in a threatening or disrupting way shall also be subject to suspension or expulsion.

State law requires the superintendent, or his designee, shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a Weapon Free School Zone. Such expulsion is mandatory for a minimum of 90-180 school days for such an offense involving a student in grades K-5. Students in grades 6-12 face a mandatory expulsion of a minimum of 180 school days.

ATTENDANCE

A. ATTENDANCE POLICY

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

In addition, daily attendance of all who are enrolled in Michigan public schools is required in accordance with state law.

Section 380.1561 of the Revised Michigan School Code states “every parent, guardian or other person in this state, having control and charge of a child between the ages of six (6) to the child’s eighteenth (18th) birthday, shall send that child to a public school during the entire school year”. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. Students are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in an excessive pattern of absences will be referred to the Genesee County Prosecutor’s office.

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance are important traits of responsibility and self-discipline for students to develop. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance which will carry over into adult life. Our goal is to maximize student performance and achievement. School and home have a shared responsibility in assisting students to develop desirable habits of punctuality and attendance.

Parents are required to contact the school’s attendance office to excuse their child’s absence.

High School	(810) 591-5312
Middle School	(810) 591-9929, option 1
Fiedler Elementary	(810) 591-9925
Dowdall Elementary	(810) 591-8874
Weston Elementary	(810) 591-8483|
Buffey Elementary	(810) 591-3585

Note: Parents can leave messages 24 hours a day.

B. TYPES OF ABSENCES

Verified Absences

A verified absence is one that is confirmed by the parent/guardian via a phone call to the school building’s attendance phone line. Parents are to call the attendance office on the day of an absence or by noon the following day to verify the absence. A verified absence will not result in an automated phone call home but does count towards a student’s absence total.

Unverified Absences

An unverified absence is one that is not confirmed by the parent/guardian via a phone call to the school building’s attendance phone line and will result in an automated phone call home.

Medical / Other Absences

Any absence of three consecutive days or more and is medically documented may be excused

by the building principal and not count toward the student's absence total. Students who are required to appear in court will also be exempted. Other circumstances may be excused at the principal's discretion.

Chronic Illness

Students with a medically documented chronic illness may meet with their counselor, administrator or designee to discuss attendance requirements. Chronic illness is defined as an illness that is persistent or otherwise long lasting in its effects. Medical documentation of the reason for absence may be requested after 10 days of absence per school year.

Tardy

A student is considered tardy if they are not inside the classroom door when the bell rings.

School Related Absence

A school related absence is one that results from approved school related activities, such as field trips, athletic events, performances and special projects. Homebound absences, suspensions, school-related absences do not count toward the maximum number of absences ten (10) allowed per semester.

C. ATTENDANCE POLICY

Elementary

If a student has excessive absences, the following procedure will be followed:

Step 1: The teacher notifies the counselor and principal after ten (10) days absent. The principal and the counselor will decide on future procedures.

Step 2: The counselor or principal will make student and parent contacts. Intervention strategies will be initiated.

Step 3: The principal may require a meeting with the GISD attendance liaison officer.

Step 4: If attendance improves, the teacher monitors attendance and returns to Step 1. If attendance does not improve for students in grades 1-6, the principal takes action up to and including filing a truancy petition with the court.

Middle School

In order to help you track your child's attendance, AMS uses an automated notification system. You will receive a phone call each time your child is absent in first hour. We also recommend that you monitor your child's attendance on ParentVue.

If a student has excessive absences, the following procedure will be followed:

Step 1: 7 absences - Upon the student's 7th absence, the first hour teacher will call or conference with the parents. A letter will also be mailed home.

Step 2: 10 absences - The teacher notifies the counselor after 10 absences. (Attendance Referral Form). A letter will also be mailed home. The counselor will make student and parent contacts.

Step 3: The counselor will initiate intervention strategies and communicate them to the student, parent, and the teachers.

Step 4: Further absences may result in a meeting with the GISD Attendance Liaison Officer and an administrator.

Step 5: If attendance does not improve, a truancy petition may be filed with the court.

High School

1. Maximum number of high school absences allowed for credit

All absences, verified and unverified, will count toward the limit. Students who miss more than ten (10) times during one semester in any class may be put on an attendance contract and may have credit withheld for that course. Students who have not earned credit in a class due to excessive absences must still attend school either in that class or according to alternative arrangements. Homebound absences, suspensions, school-related absences do not count toward the maximum number of absences ten (10) allowed per semester. The principal may grant medical circumstances to students who are absent for three (3) or more consecutive days due to serious illness. A doctor's note (which includes the dates and reason for the absence) must be turned into the attendance office in order to be considered for a medical exception to the attendance policy.

2. Parent Notification

The following procedure will be used to notify parents of classroom attendance concerns. It is based on a maximum of ten (10) absences per semester.

- When a student accumulates six (6) absences, a letter is sent home
- When a student accumulates nine (9) absences in a class, another letter is sent home and the PBIS attendance specialist will meet with the student
- When a student reaches twelve (12) absences in any subsequent classes, another letter is sent home and the PBIS attendance specialist meets with the student to develop an action plan to improve their attendance.
- Letters continue to be sent home when the student reaches eighteen (18) and twenty five (25) absences

3. Drop from School

When a student has been dropped from four or more classes for any reason, the student will be dropped from school. A student must remain in at least one class at KHS to continue eligibility for credit at GCI (Skill Center).

D. MAKE-UP WORK

Verified Absences

Students with verified absences will be expected to make up all work missed. It is the responsibility of the student to ask the teacher for missed assignments during the time of absences or on the day the student returns to school. For extended absences, parents may request homework assignments from the school office. Please give the school office 24 hours notice to prepare all make up homework assignments for pick up. Generally speaking, students will have the number of days absent plus one day to complete the makeup work. Co-Curricular courses may require attendance and participation at after-school events and unverified

absences may negatively impact the student's grade.

Unverified Absences / Skipping

Students who have unverified absences may not be allowed to make up work for credit unless it is of major importance such as a chapter / unit test or a major project. The student may face further disciplinary action.

E. TARDY POLICY

Students need to be taught that being punctual is of value not only in school, but in the world of work as well. Business owners have repeatedly told us how much they value people reporting to work on time. We urge students to "be a little early" for class instead of just "on time". Due to unforeseen weather circumstances, students who arrive tardy on a late bus will be excused.

Elementary

A student will be considered tardy if they arrive at the classroom after the beginning of the school day or leave early before the end of the school day. 10 tardies equals 1 absence.

Middle School

The AMS staff believes it is vital to success in school and in the future for jobs, for students to be present and on time for classes. For this reason, tardies are tracked carefully and on a school-wide basis for each individual student. This means tardies are tracked for each student per day.

Tardy record keeping will be done by semester.

- Tardies #1-6: Teachers will inform the student that they are tardy and may engage in conversation about the reason for the tardy if time permits.
- Tardy #7: The student will complete an AMS Tardy Improvement Plan, which includes the reason for the tardies and a plan of action to improve or prevent additional tardies. This plan will be mailed home to parents.
- Tardy #8: The student will serve a lunch detention in the PBIS (Positive Behavior Support) room.
- Tardy #9: The student will serve a lunch detention and stay after school for 30 minutes.
- Tardy #10: The student will stay after school on a Friday afternoon from 2:30 - 4:00 p.m. in the office.

Note: The tracking of tardies starts over at the beginning of each marking period, with the exception of students who have ten (10) or more tardies. These students will be put on an individual tardy improvement plan by an administrator.

High School

Students are expected to be on time for class. To be considered "on time", students must be in the classroom when the bell rings. Students who are more than ten (10) minutes late to class will be considered absent and should be so informed. A teacher, administrator or secretary may give excused passes to students who were detained by them.

F. CHECK-IN and CHECK-OUT PROCEDURES

Check-In Procedures

All students who arrive anytime after school has begun, must report to the school office upon entering the building. Elementary students must be signed in and out by an adult.

Check-Out Procedures

Doctor appointments if at all possible should be scheduled after school hours. If students must leave during the school day due to illness or appointments, students must:

- Have parent permission by phone call.
- Check out in the school office when they leave. An authorized adult must check out elementary students and middle school students in the school office, IDs may be checked. KHS students may check out in the school office when they leave. After checking out in the office, students may meet their parent(s) outside.
- Students who return to school during the day must check in at the school office to assure accurate attendance records.

G. HOMEBOUND

The State School Aid Act requires school districts to provide homebound and hospitalized service to students who are unable to attend school for more than five (5) school days because of a medical condition. Homebound and hospitalized service is a self-study program designed to help students, who are unable to attend school due to a medical condition, to keep up with their studies and to progress as far as possible given their medical condition. The homebound and hospitalized teacher carries the curriculum from school to the home or treatment facility to enable students to continue with their studies. It is important to note that these services are designed to help the classroom teacher(s) communicate with the student while away from school. If you feel your child should be considered for homebound and hospitalized services, please contact the Student Services office at (810) 591-7614.

ACADEMIC REQUIREMENTS

A. GRADING SCALE

Students in grades kindergarten through third are assessed on a four-point rubric.

3 Student is progressing as expected (meets grade level expectations) at this time.
2 Student is showing progress, and needs time/practice (approaching grade level expectations) at this time.
1 Student Area of Concern (is significantly below grade level) at this time.
4 Student consistently exceeds grade level expectations at this time.

Students in 4th and 5th grade receive a hybrid report card with both a standards based and letter grade.

Students in grades sixth through 12th will receive letter grades only. The district grading scale for letter grades is shown below:

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+		

B. B-CODE

B-Ready
B-Respectful
B-Responsible

Strong self-esteem and a positive attitude are vital to a successful educational experience. To promote this, the staff at Kearsley Community Schools believes learning and practicing good behavior is an important part of a student's education and maturity. We expect students to leave our schools with the social skills and manners necessary for success in personal relationships and the workforce.

With this goal in mind, we have included the B-Code as a guideline for ensuring that students and staff treat each other with respect and courtesy due all individuals. Everyone will be encouraged to follow these guidelines in classes in the halls, and at all school events.

3 Meets expectations on most days.
2 Meets expectations on some days, does not meet expectations on some days.
1 Does not meet expectations on most days.
4 Exceeds expectations on nearly all days.

C. INSTRUCTION

Elementary (Grades Young Fives-5th)

A. Curriculum / Instruction

All students receive standards aligned instruction in the core academic areas of reading,

writing, math, science and social studies. Along with the core academic areas, students may also receive instruction in Social-Emotional learning, digital literacy, Creative Expressions (art & music), and physical education.

B. Grade Reporting

Report cards are completed quarterly, at the end of each nine-week marking period. Formal parent/teacher conferences occur in the fall. Informal parent/teacher conferences occur in the spring. Parents may call and set up a conference at other times agreeable with the teacher.

Middle School (Grades 6-8)

A. Curriculum / Instruction

Armstrong Middle School students receive standards aligned instruction in the core academic areas of ELA, math, science and social studies. Along with the core academic areas, students may also receive instruction in health, technology, leadership, art, band, choir, world languages, and physical education.

B. Grade Reporting

Report cards from the first marking period are distributed to parents at Parent/Teacher conferences and any remaining cards are later distributed to the students. Report Cards are distributed to the students at the end of marking periods 2 & 3 and are mailed home at the end of the school year. This information is also available on ParentVue except during the time period when grades are being calculated and sent to the system which is about 1 ½ weeks surrounding the end of each marking period.

Progress Reports

In the middle of each marking period, students will receive progress reports from each of their teachers. Parents will be informed of the progress report dates via an automated phone call and an email blast.

C. Middle School Students Attempting to Earn High School Credit

For Armstrong Middle School students taking courses (Algebra I or World Language) that earn high school credit, only the credit will transfer and appear on the student's official high school transcript. The letter grade of the course will not transfer and will not be counted toward the student's high school grade point average (GPA).

High School (Grades 9-12)

A. Curriculum / Instruction

Kearsley High School students receive standards aligned instruction in the Michigan Merit Curriculum core academic areas of ELA, math, science and social studies, world language, fine arts, physical education and health. Along with required courses, students also complete elective courses in business, CTE, technology or those offered through each core academic department. See the KHS Scheduling Handbook for course descriptions and offerings.

1. Credit Requirements for Advancement by Grade

Advancement at the high school is done by credits earned. In the fall of each school year, credit

checks will be done on all grades to make sure each student is eligible to advance to the next grade level. The criteria for advancement is as follows:

a. 9th to 10th grade: 4 credits earned
b. 10th to 11th grade: 10 credits earned
c. 11th to 12th grade: 16 credits earned

Note: KHS students who do not meet graduation requirements within the course of four years must petition the principal to be allowed to return to complete requirements. Students who have not demonstrated significant advancement and did not pass all classes during the fourth year may not be eligible for this consideration. These students will not be allowed to participate in graduation activities.

2. Graduation Requirements

A. **Testing**

Students MUST take the state approved assessment in the spring of their junior year in order to graduate from Kearsley High School.

B. Credit Requirements for graduation

All students must earn 22 credits to graduate. All students are required to schedule a minimum of six (6) classes per day at KHS. Successful completion of the required high school courses along with participation in the state summative assessment will fulfill graduation requirements.

3. Transfer Credits

Transfer credits are only accepted from an accredited school or special permission from the principal. Consideration will only be given for classes taught by certified teachers following accepted curriculum guidelines. Students transferring from schools that offer more than six (6) credits per year, will be allowed to transfer a maximum of six (6) credits unless additional classes were taken on an extended day schedule.

4. Testing out of Classes

Students may test out of classes. Students must take an exam in the course they wish to be exempted from and receive a score of 78 percent (C+) or better. These exams are given twice during the school year (in the fall prior to the start of school, and in January, prior to the start of second semester). Checking out the test materials constitutes the student's opportunity to test out of the class.

PLEASE NOTE: Students can check out a text book three weeks prior to the testing date to use for study.

- Students may NOT test out of a course in which they are currently enrolled.
- Students who successfully test out of a course will receive credit for the course. They will not receive a letter grade for the course and it will not affect their GPA.
- Student athletes - the NCAA will not accept credit earned by testing out as credit for a core required course.

5. Early Graduation

Graduation normally requires eight (8) semesters. If students wish to graduate early, they must meet with the high school principal and their counselor in advance for instructions.

6. Schedule Changes

All students must carry a full schedule of six (6) classes. Class may not be dropped or added after the first two (2) weeks of the first semester or after the first week of the second semester. GenNet or online classes may not be dropped anytime after the official enrollment. Late drops and adds may only occur when the student:

- Has a partial schedule
- Is academically misplaced (i.e. received a 0/E in the prerequisite or didn't take the prerequisite) Note: Students may not drop the second semester of a year-long class unless academically misplaced.
- Is missing a required class for graduation.
- Already has credit for a class on his schedule.

Any deviations from these guidelines will be made only with the approval of the principal or their designee. Any class dropped after the drop/add period will result in a withdrawal fail (WF).

7. Personal Curriculum

Pursuant to Public Act 141, modifications to the Michigan Merit Standard may be made through a personal curriculum. A high school diploma may be awarded to a pupil who successfully completes their personal curriculum even if it does not meet the requirements of the Michigan Merit Standard.

B. Post-Secondary / Dual Enrollment

(See the High School Scheduling Handbook)

C. Community Service

Service Honor Cords

The Service Learning program at Kearsley High School encourages and rewards students who are making significant contributions to their community by conferring service honor cords. This is a voluntary program that recognizes students for contributing time and energy for the betterment of their community by participating in activities that provide for those who could not otherwise provide these services for themselves. Following are the guidelines for this program:

- 100 hours are needed to receive service honor cords at graduation.
- Service hours must be turned in to the Career Center within 30 calendar days of the date you participated in the service project.
- Additional forms are available in the Career Center.
- Hours can be collected any time from freshman year through the senior year.
- **Seniors: All hours must be turned in by May 1 in order to receive your cords.**

STUDENT CODE OF CONDUCT

I. Disciplinary Step System
II. Disciplinary Procedures
III. Short Term Suspension Appeal Procedures
IV. Long Term Suspension / Expulsion Procedures
V. Appendix A - Miscellaneous Provisions

Introduction

In alignment with Michigan law (MCL 380.1300–1310d), the Board of Education of Kearsley Community Schools sets behavioral expectations to ensure a safe and supportive learning environment. Discipline is not simply about consequences; it is an opportunity to help students reflect, repair harm, restore trust, and grow into responsible, compassionate citizens.

The district uses Positive Behavior Support (PBIS) community building and restorative practices to build positive relationships, address conflict, and minimize exclusionary discipline. Restorative practices emphasize healing and accountability through proactive community-building, restorative conferencing, peer mediation, and reintegration supports. These approaches are the preferred first response to behaviors such as interpersonal conflicts, bullying, disruptions, property damage, and harassment.

Before suspending or expelling a student (except in cases involving possession of a firearm in a weapon-free school zone), Kearsley administrators are legally required to consider the following seven factors under MCL 380.1310d:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the behavior posed a safety risk
6. Whether restorative practices have been used
7. Whether lesser interventions would address the behavior

These factors ensure each disciplinary decision is individualized, developmentally appropriate, and equity-focused. In addition, Kearsley Community Schools recognizes that restorative practices may also be used in conjunction with suspension or expulsion, when necessary, to support healing and reintegration.

By prioritizing student dignity, proactive problem-solving, and accountability, Kearsley Community Schools strives to maintain a culture where all students feel safe, valued, and connected to our school community.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

Suspicionless searches may occur at select events with advanced notice to participants.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action up to Step 9 consideration. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

I. Disciplinary Step System

A. The disciplinary steps listed below shall be followed in the administration of disciplinary action.

The steps are designed to:

- Provide the student with a program that includes ample opportunity for modification of the negative behavior.
- Provide consistency in the administration of disciplinary action (i.e., a fair program in that all students charged with the same level of misconduct will receive the same disciplinary action.
- Provide for clearly stated, advance knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
- Provide a program that is progressive (moderate to most severe action).

B. The steps shall be administered under the following conditions:

- Generally, interventions shall be taken prior to administrative disciplinary action. However, in cases of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
- Once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each occurrence or misconduct. Movement on the steps will be proportionate to the severity of the misconduct.
- In recognition of good behavior, students' placement on the step system may be reduced one step when their behavior results in no administrative action, in accordance with the following schedule: The student's placement on the step system shall be reduced one (1) step for each consecutive thirty (30) school days at the high school level, twenty (20) days at the middle school level, and fifteen (15) school days at the elementary level without misconduct requiring disciplinary action as described in this policy,
- At the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties

to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.

C. Minor behavior infractions.

In conjunction with the Disciplinary Step System, teachers provide proactive strategies and interventions to modify minor discipline infractions in the classroom.

Failure to follow approved school and classroom rules which are consistent with Board policies and administrative procedures may result in a minor behavior infractions. These may include:

- Defiance
- Disrespect
- Disruption
- Dress Code
- Inappropriate language
- Physical contact
- Property misuse
- Electronic devices
- Cheating / Copying

Please note that blatant, significant or repeated violations of these minor behavioral infractions may result in a discipline referral for a major behavioral infraction.

D. Disciplinary Steps

- **Step 1:** Administrative conference with the student to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the second step.
- **Step 2:** Student/parent/teacher or administrative conference (can be done by phone).
- **Step 3:** One-day (short-term) suspension.
- **Step 4:** Two-day (short-term) suspension.
- **Step 5:** Three-day (short-term) suspension.
- **Step 6:** Five-day (short-term) suspension.
- **Step 7:** Seven-day (short-term) suspension.
- **Step 8:** Ten-day (short-term) suspension.
- **Step 9:** Recommendation for long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson, or criminal sexual conduct.
- **Step 10: In accordance with MCL (add law)** Mandatory expulsion for possession of a dangerous weapon, arson, or criminal sexual conduct, physical assault on a school employee/volunteer/contractor (for students in grade six (6) or above). While not mandatory, expulsion may be considered for students Grade 5 and below.

If a student in grade six (6) or above is expelled for committing a physical assault against a school employee, contractor, or volunteer, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of Community Mental Health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual

of the referral [MCL 380.1311(4)].

PLEASE NOTE: For steps three (3) through five (5), the building administrator may invoke the option of having the student serve suspension days through the in-school suspension / time-out room if it is available in the building. Days are school days, not calendar days.

E. Major Behavior Infractions

Acts of student misconduct for which suspension and/or expulsion may be appropriate disciplinary action.

The Board of Education hereby establishes the following categories of misconduct, which may result in suspension or expulsion from the Kearsley Community School District. These categories are generally descriptive of the most obvious types of misconduct and are not considered as all inclusive, or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system, or the proper functioning of the educational process.

	Major Behavioral Infractions	**Elementary**	**Secondary**
1	**DRESS** Failure to follow approved school attire based on the dress code identified in the student handbook.	**STEPS 1-3**	**STEPS 2-4**
2	**CHEATING** Students are prohibited from copying or allowing others to copy schoolwork.	**STEPS 1-3**	**STEPS 2-8**
3	**FORGERY / PLAGIARISM** Fraudulent use of name, work, or other data of another person or the falsification of information.	**STEPS 1-3**	**STEPS 2-8**
4	**DEFIANCE / INSUBORDINATION**	**STEPS 1-8**	**STEPS 2-8**
5	**DISRESPECT** Socially rude or disrespectful message to adults or students.	**STEPS 1-6**	**STEPS 2-8**
6	**DISRUPTION** Behavior causing an interruption to the learning environment. Includes sustained loud talk, yelling or screaming, horseplay or roughhousing and sustained out-of-seat behavior, etc. May involve acts of inciting or prompting others to cause a disruption.	**STEPS 1-5**	**STEPS 2-6**
7	**INAPPROPRIATE LANGUAGE** Verbal messages that include swearing, name calling or use of words in an inappropriate way.	**STEPS 1-4**	**STEPS 2-9**
8	**OFFENSIVE DISPLAY** Display, possession, distribution of drawings, graphics, video or printed material which tend to disrupt the orderly	**STEPS 1-4**	**STEPS 2-9**

	conduct of the educational process including but not limited to: Displays that glamorize behavior which is obscene, violent or illegal for students (guns, alcohol, drug use, images from electronic source or texting)		
9	**INAPPROPRIATE SEXUAL BEHAVIOR** Verbal or non-verbal sexual innuendo, obscene gestures, leering, unwanted sexual advances or contact. Examples include: sexual remarks or suggestions, unsolicited and unwelcome flirtations, touching another person's clothing or person, display of sexually suggestive objects or pictures, etc.)	**STEPS 1-4**	**STEPS 2-9**
10	**PHYSICAL AGGRESSION WITHOUT INJURY** Acts of physical aggression that do not result in injury. If one student initiates physical aggression and the other student does not respond with physical contact, the second student does not need to be placed on the step system. Examples include throwing furniture or objects, pushing.	**STEPS 3-9**	**STEPS 3-9**
11	**PHYSICAL AGGRESSION WITH INJURY** Incidents with injury include those in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include concussions, fractured or broken bones, or cuts requiring stitches. Law enforcement authorities may be notified in cases of this misconduct.	**STEPS 5-9**	**STEPS 5-9**
12	**FIGHTING** Students mutually participate in an incident involving physical violence.	**STEPS 3-8**	**STEPS 4-9**
13	**VERBAL, NONVERBAL THREAT OR INTIMIDATION** Verbal, nonverbal threatening or intimidating behaviors directed toward any student or adult	**STEPS 2-6**	**STEPS 2-9**
14	**HARASSMENT** The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.	**STEPS 1-9**	**STEPS 2-9**
15	**BULLYING** Bullying is unwanted, aggressive behavior that involves a power imbalance. Bullying can take the form of any written, verbal or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students whether directly or indirectly by doing any of the following: 1. Substantially interfering with educational opportunities, benefits or programs of one or more students; 2. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by	**STEPS 3-9**	**STEPS 3-9**

	causing substantial emotional distress; 3. Having an actual and substantial detrimental effect on a student's physical or mental health; 4. Causing substantial disruption in, or substantial interference with, the orderly operation of school.		
16	**OUT-OF-BOUNDS** Students in an unauthorized area in a school during school hours.	**STEPS 2-5**	**STEPS 2-6**
17	**GANG RELATED** Students use symbols, gestures, dress, speech, or other gang related behaviors to display affiliation with a gang.	**STEPS 1-4**	**STEPS 2-9**
18	**SKIPPING** Students are in an unauthorized area, lingering aimlessly in or about school or leaving school grounds without authorization.	**STEPS 1-4**	**STEPS 1-6**
19	**TARDY** Students are repeatedly late to class or the start of the school day. See Student Handbook for grade level expectations or tardy behaviors.	**STEPS 1-2**	**STEPS 2-3**
20	**TECHNOLOGY VIOLATION** Any unauthorized use, misuse, or access of any of the school district's electronic equipment including, but not limited to, voice, video, computers or use of the internet. In addition, students must adhere to the Kearsley Community Schools Acceptable Use Policy for Technology Resources (see appendix). Restitution, repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course may be required. Students may not engage in inappropriate use of cell phones, electronic devices or computers which may be disruptive to the educational process. See Student Handbook for grade level expectations on cell phone / electronic device use. In addition, students must adhere to the Kearsley Community Schools Acceptable Use Policy for Technology Resources (see appendix).	**STEPS 2-9** **STEPS 2-3**	**STEPS 2-9** **STEPS 2-8**
21	**TOBACCO** Possession or use of smoking or smokeless tobacco while on school property, in school owned vehicles, or at school events. This includes electronic cigarettes. Local ordinances exist which prohibit the use or possession of tobacco and vapor products. Offenders may be subject to a civil infraction and/or fine if determined to have violated this ordinance.	**STEPS 3-9**	**STEPS 3-9**
22	**ALCOHOL** Consumption, possession or under the influence of alcoholic beverages on school property, in school owned vehicles, or at school events.	**STEPS 3-5**	**STEPS 5-9**

23	**DRUG PARAPHERNALIA** Possession or use of any drug paraphernalia including items such as pipes, rolling papers, blunts, scales, etc. Law enforcement authorities may be notified in cases of misconduct.	**STEPS 3-5**	**STEPS 2-9**
24	**DRUG POSSESSION or USE** Consumption, possession or under the influence of controlled substances, alleged drug, inhalants, prescription drugs or over-the-counter drugs on school property, in school owned vehicles, or at school events. Law enforcement authorities may be notified in cases of misconduct.	**STEPS 3-9**	**STEPS 3-9**
25	**DRUG DELIVERY or RECEIPT** The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances, prescription medications, or over-the-counter drugs on school property, in school owned vehicles, or at school events. Law enforcement authorities may be notified in cases of misconduct.	**STEPS 3-9**	**STEPS 3-9**
26	**COMBUSTIBLES**	**STEPS 2-9**	**STEPS 2-9**
27	**FIRE ALARM** Tampering with a fire alarm box, system or firefighting equipment. This includes setting off a false fire alarm.	**STEPS 2-5**	**STEPS 5-9**
28	**BOMB THREAT** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building, school property or to harm students or staff. Law enforcement authorities may be notified in cases of misconduct.	**STEPS 2-9**	**STEPS 2-9**
29	**TRESPASSING** Accessing school buildings or facilities outside of school hours without authorization. Law enforcement authorities may be notified in cases of this misconduct.	**STEPS 2-9**	**STEPS 2-9**
29	**PROPERTY DAMAGE** Students cause damage to the school or personal property, including district technology, through inappropriate behavior. Restitution, repair, or replacement of damaged property may be required.	**STEPS 3-5**	**STEPS 3-5**
30	**VANDALISM** Students cause damage to the school or personal property through intentional vandalism and defacing. Restitution, repair, or replacement of damaged property may be required. Law enforcement authorities may be notified in cases of this misconduct.	**STEPS 3-9**	**STEPS 4-9**
31	**THEFT** Any theft of money, person, or public property and/or	**STEPS 1-9**	**STEPS 2-9**

	theft involving unlawful entry including lockers, desks, etc. Law enforcement authorities may be notified in cases of this misconduct.		
32	**ROBBERY or EXTORTION** Unarmed Robbery: The taking of property from a person by force or threat. Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon. Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.	**STEPS 3-9**	**STEPS 5-9**
33	**INAPPROPRIATE DISPLAY of AFFECTION** Student engages in inappropriate but consensual verbal and/or physical gestures / contact, of a sexual nature with another student.	**STEPS 1-4**	**STEPS 1-5**
34	**WEAPONS** Possession or use of weapons not defined under Section H-1 of this code (below), in a school building, on school premises, or in a school owned vehicle. The term weapon shall mean any object or device which could inflict bodily harm, and weapon shall also include a facsimile of objects or instruments which are weapons. The term weapon shall additionally include an object which is not in itself a weapon as defined above, but coupled with an intent by a student to inflict injury or harm upon another student.	**STEPS 3-9**	**STEPS 3-9**
35	**OTHER BEHAVIORS** Infraction of school rules not covered by the above categories, particularly those infractions on or off campus which, because of their nature, pose a serious health / safety threat to students and staff. Law enforcement authorities may be notified in cases of misconduct.	**STEPS 1-9**	**STEPS 2-9**

F. Mandatory Expulsion

It is the policy of the Board to comply with the federal Gun-Free Schools Act and Sections 1310, 1311, and 1311a of the Revised School Code. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

- **Possession of a Firearm**
  If a student possesses a firearm in a weapon-free school zone, The Board or designee will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:
  - The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
  - The student did not knowingly possess the weapon;

- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board or designee will not expel the student unless the Board or designee finds that, based on the circumstances, expulsion is warranted.

G. Possible Expulsion

1. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board or designee will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

*Student’s age;
*Student’s disciplinary history;
*Whether the student has a disability;
*Seriousness of the behavior;
*Whether the behavior posed a safety risk;
*Whether restorative practices are a better option;
*Whether lesser interventions would address the behavior.

Additionally, the Board or designee is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:
*The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
*The student did not knowingly possess the weapon;
*The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
*The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Applicable definitions for dangerous weapon offense

“Weapon-Free School Zone” means school property and a vehicle used by a school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (1) any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. “Firearm” does not include an antique

firearm.

“Destructive Device” means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purpose) by whatever name now which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any devices into a destructive device and from which a destructive device may be readily assembled.

“Antique firearm” means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or (2) uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. “Antique firearm” also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. “Antique firearm” does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

Additional Procedures for Dangerous Weapon Expulsion
The Board directs the superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Board directs the superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student’s parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within three (3) calendar days of the expulsion. The Board further directs the superintendent or designee to make a referral to local law enforcement and to contact the student’s parent or legal guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or enroute to or from school in a school owned vehicle.

Unless reinstated pursuant to Section 1311(6) of the Revised School Code, a student expelled by another district for possession of dangerous weapon may not enroll in the district.

2. **Arson**
If a student is convicted of, or pleads guilty or no contest to, committing arson,

as defined in Section 1311 of the Revised School Code, in a school building or on school grounds, the Board or designee will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

*Student's age;
*Student's disciplinary history;
*Whether the student has a disability;
*The seriousness of the behavior;
*Whether the behavior posed a safety risk;
*Whether restorative practices are a better option; and
*Whether lesser interventions would address the behavior.

Additional Procedures for Arson Expulsion

The Board directs the superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to Section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

3. **Criminal Sexual Conduct**

If a student is convicted of, pleads guilty or no contest to, committing criminal sexual conduct, as defined in Section 1311 of the Revised School Code, in a school building or on school grounds, the Board or designee will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

*Student's age;
*Student's disciplinary history;
*Whether the student has a disability;
* The seriousness of the behavior;
*Whether the behavior posed a safety risk;
*Whether restorative practices are a better option; and
*Whether lesser interventions would address the behavior.

Additional Procedures for Criminal Sexual Conduct Expulsion

The Board directs the superintendent to ensure that if a student is expelled for committing sexual conduct, the student's permanent record reflects the expulsion. The Board directs the superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to Section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the district.

Physical Assault Against an Employee, Volunteer, or Contractor

If a student in grade six (6) or above commits a physical assault at school against an employee, volunteer, or contractor, and the incident is reported to the Board or an administrator, the Board or its designee will determine whether to permanently expel the student or impose a lesser consequence. This decision will be made in accordance with state law and after reviewing the circumstances of the incident, including the potential use of restorative practices.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

If expulsion occurs, the superintendent or designee will:

- Ensure the expulsion is noted in the student's permanent record;
- Refer the student to the county department of social services or community mental health agency; and
- Notify the parent/guardian (or student if 18 or emancipated) of the referral within three (3) calendar days.

  Students expelled by another district for such an offense may not enroll at Kearsley unless reinstated under state law.

Physical Assault Against Another Student

If a student in grade six (6) or above commits a physical assault at school against another student, the Board or designee will determine appropriate disciplinary action, which may include suspension, expulsion, or a lesser consequence, depending on the nature of the incident and the district's commitment to restorative responses.

"Physical assault" is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

A student expelled by another district for assaulting a peer may submit a petition to the Board or designee for enrollment consideration.

4. **Bomb Threat or Similar Threat**
   If a student in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:
   *Student's age;
   *Student's disciplinary history;
   *Whether the student has a disability;
   *The seriousness of the behavior;
   *Whether the behavior poses a safety risk;
   *Whether restorative practices are a better option; and
   *Whether lesser interventions would address the behavior.

Additional Procedures for Bomb Threat or Similar Threat

A resident student in grade six (6) or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board or designee requesting enrollment in the district.

II. Disciplinary Procedures

A. Types of Administrative Disciplinary Actions:

1. Loss of activity privileges
   a. Building administrators may suspend students from participating in or being present at extracurricular activities.

Consequence: "loss of privilege or opportunity to attend school events or field trips as determined by the principal"

   b. Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
   c. Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.
   d. Students under suspension shall not participate in or be present at school functions.
   e. Nothing in this policy is intended to limit a teacher, coach, or sponsor in exercising authority requiring a student to leave a particular activity when the student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity, not later than the beginning of the next school day.

2. Closed class or removal from class with loss of credit.
   a. Definition
      1. A closed class is the denial of the right to attend a class or class on a temporary basis during a time when a matter of immediate concern is being resolved.
      2. Classes may be closed by a school administrator, for a period not to exceed five (5) days, without a parent/student/administrator conference. Permanent closing of a class(es) may result if all established school procedures fail to modify student behavior.

   b. Procedures
      1. A closed class may be imposed only after following the procedure applicable to short term suspension.
      2. The student will be notified by the proper administrator that a class or classes are closed, the reasons therefore, and what must be done prior to their re-entry to the class.
      3. Parents of students having classes closed for a period in excess

of one (1) day will be notified by mail.

4. A parent/student/administrator conference shall be held prior to permanent class closure. The administrator may remove a student from the course if the nature of the offense leaves the student unable to faithfully complete the requirements of the course (i.e.: loss of computer privileges in computer class, or theft from the school store, co-op site or other school-related activity, etc.).

3. Short-Term Suspension

a. Definition

A short-term suspension is the denial of a student's right to attend school. A short-term suspension may be one (1), two (2), three (3), five (5), seven (7) or ten (10) school days.

Students serving suspension may not participate in or attend after school or extracurricular activities on the day or days of suspension.

b. Authority

A principal or designee (hereafter "building administrator") has the authority to impose a short-term suspension based upon misconduct.

c. Procedure

1. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which they are charged and the evidence supporting the charge and is given an opportunity to present their version of the alleged incident(s).
2. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charge.
3. Upon the conclusion of an informal hearing, if the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student's records.
4. Upon the conclusion of an informal hearing, if the building administrator determines that they student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.
5. Parents will be notified as soon as possible by telephone or letter of the student's suspension and the reasons for the suspension.
6. During an out-of-school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
   a. It shall be the responsibility of the student and/or the parents to initiate the request for schoolwork.
   b. The student or parent shall have the responsibility for obtaining the assignments in a manner prescribed by the school.
   c. Work assigned is due upon the student's return to school.
7. Major projects, quizzes, tests, and exams, as defined in the high school attendance policy under the category of make-up work, will be accepted for full

credit.

a. At the high school level, during suspension up to twenty (20) days, assignments may be completed for one half credit.
b. At the elementary and middle school level, student suspended up to twenty (20) days may complete assignments for full credit.

Short Term Suspension Appeal Procedures

A. Should the student and parent or legal guardian request a review for the student regarding the suspension, that review shall be held before the building administrator.
B. A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one (1) week. If a review does not occur within a week, the disciplinary action will go into effect.
C. During the appeals process, said student will remain suspended from classes and may not participate in after school activities, clubs, sports, etc. while the appeal is pending.
D. The building principal is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the designated central office administrator, whose decision shall be final.

III. Long Term Suspension / Expulsion Procedures

A. Definition
    1. A long term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school function for a period in excess of ten (10) school days. The Board of Education or its' designee shall have the authority to issue a long term suspension or expulsion. Expulsion is the total and permanent exclusion of a student from the Kearsley Community School District.
B. Authority
    1. The Board of Education or designee has the authority to long-term suspend or expel based upon misconduct.
C. Procedure
    1. A long term suspension or expulsion may be recommended to the superintendent / central office designee by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and their parents or legal guardians of a meeting involving the administrator and the student in which the student shall be advised of the misconduct with which he or she is charged and the evidence supporting the charges and is given the opportunity to present their version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend or otherwise provide information which will tend to assist in the resolution of the charges.
    2. Upon conclusion of an investigation of the charges by the building administrator and upon the conclusion of the meeting, when requested, if the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting the same, if any shall be removed from the appropriate academic records

of the student.

3. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a parent meeting, when requested, if the building administrator determines that the student has engaged in misconduct which merits the imposition of a long term suspension or expulsion, the building administrator shall recommend in writing to the superintendent or designee that the student be so disciplined, identifying the basis(es) upon which the building administrator's recommendation is founded.
4. Upon receipt of a recommendation from a building administrator for a long term suspension or expulsion of a student, the superintendent or designee shall conduct a due process hearing to determine the appropriateness of a long term suspension or expulsion.
5. RE-ADMISSION: Following an expulsion, the student shall not be readmitted to any school within the Kearsley Community School District except by action of the Board of Education or designee. After an expelled student's absence from school for the remainder of the following semester, the student, or on their behalf, the parent or legal guardian thereof, may seek readmission through the superintendent or designee. The Board of Education or designee may re-admit the student if they can satisfactorily demonstrate that they have made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of the Kearsley Community School District. The Board of Education or designee shall base its decision in part on the severity of the incident leading to expulsion. The Board of Education or designee may further qualify readmission upon specified conditions which it determines are appropriate. An application for re-admission shall be filed no earlier than forty-five (45) days but no later than fifteen (15) days prior to the commencement of the semester for which re-admission is sought. The decision of the Board of Education or designee is final. If, as a result of the recommendation for expulsion, the parents and/or students(s) voluntarily withdraw the student from school, the student shall follow the re-admission procedure applicable to the expelled student.

D. Expulsion for possession of a dangerous weapon, arson or criminal sexual misconduct.
    1. If a student possesses or uses a dangerous weapon in a school building or on school grounds, or commits arson in a school building or on school grounds, or engages in criminal sexual misconduct in a school building or on school grounds, the school board, or its designee, shall expel the student from the school district permanently (subject to potential reinstatement as described below).
    2. Procedure
        a. If a student is expelled pursuant to this policy, that fact shall be entered on the student's permanent education record. Within three (3) days of the expulsion of a student under this policy, the school board or its designee shall refer the student's name to the County Department of Social Services or the County Community Mental Health Agency. The school board or its designee shall notify the student's parent or legal guardian of the referral, or

notify the student of the referral if the student is at least age eighteen (18) or is an emancipated minor.

b. If a student is expelled pursuant to this policy, the parents or legal guardian of the student, or the student if at least eighteen (18) years of age or if an emancipated minor, may petition the school board or designee for reinstatement to public education in the school district, But only in accordance with the terms of this subsection. (These reinstatement terms shall also apply to students expelled from another school district for possession of a dangerous weapon, arson, or criminal sexual misconduct, and who may be seeking to be reinstated to public education in the Kearsley Community School District).
    1. For a student who was enrolled in grade five (5) or below at the time of expulsion, a petition for reinstatement may be initiated at any time after sixty (60) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion.
    2. For a student who was enrolled in grade six (6) or above at the time of the expulsion, a petition for reinstatement may be initiated at any time after one hundred-fifty (150) school days from the date of the expulsion. Such a student shall not be reinstated before the expiration of one hundred eighty (180) school days from the date of the expulsion.
    3. The school district shall make the state approved form of reinstatement available to the parent or legal guardian of a student expelled under this policy, or to a student if at least eighteen (18) years of age or an emancipated minor. The school board or its designee is not required to assist in the preparation of any petition or reinstatement.
    4. Within ten (10) school days after the receipt of a petition for reinstatement under this subsection, the school board or its designee shall appoint a committee to review the petition and any supporting documentation. The committee shall be comprised of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student enrolled in the school district. The superintendent or designee may submit a recommendation to the committee for or against reinstatement, along with supporting documentation.
    5. Within ten (10) days following the appointment for the reinstatement committee, the committee shall review the petition for reinstatement, any supporting documentation, and any recommendation and supporting documentation submitted by the superintendent or designee on the issue of reinstatement, and shall submit a recommendation to the school board regarding reinstatement. The recommendation shall either be for unconditional reinstatement, conditional reinstatement, or against

reinstatement. The recommendation shall be based upon consideration for all of the following factors:

a. The extent to which reinstatement of the individual would create a risk of harm to students or school personnel.
b. The extent of which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
c. The age and maturity of the individual.
d. The individual's behavior since the expulsion and the prospects for remediation of the individual.
e. The individual's attitude concerning the incident that caused the expulsion.
f. The individual's behavior since the expulsion and the prospects for remediation of the individual. -
g. If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

6. Not later than the next regularly scheduled Board of Education meeting following the receipt of the recommendation of a reinstatement committee, the Board shall render a decision either to reinstate an individual unconditionally, or reinstate an individual conditionally, or deny an individual reinstatement. The decision of the school board is final, and not subject to reconsideration or appeal.
7. If the school board renders a decision to reinstate an individual conditionally, the Board may require the individual, or the parent / legal guardian if the petition was filed by the parent / legal guardian, or agree in writing to specific conditions before conditionally reinstating an individual to public education in the school district. (Such proposed conditions may also be included in support of a petition for reinstatement). The conditions may include but are not limited to, any of the following:
    a. Agreement to a behavior contract, which may involve the student, a parent or legal guardian or an outside agency;
    b. Participate in or completion of an anger management program or other appropriate counseling;
    c. Periodic progress reviews; and
    d. Specific immediate consequences for failure to conform to condition(s), including, but not limited to, immediate re-expulsion.

8. Nothing in this policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and state laws.

3. Continued educational opportunities

   Efforts shall be made to offer information regarding opportunities to students on suspension to continue their education.

4. Suspension / Expulsion of a student enrolled in Special Education

   If a student is handicapped, or suspected of being handicapped, according to state and federal mandates, rules and/or regulations, the Board or designee shall not conduct the hearing prior to the completion of a review and evaluation by an Individualized Education Planning Committee (IEPC). The student shall not be excluded from school longer than ten (10) school days or otherwise changed In his/her educational program placement during the pendency of the review or evaluation by the IEPC and the exhaustion of the appeal procedures related thereto without the written agreement of the parents to an interim change in placement or obtaining a court order excluding the student from attending school in an appropriate case where the safety of students is involved.

5. Title IX / VI Disclaimer

   Kearsley Community Schools will comply with all federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1984 (P.L. 88352) which prohibits discrimination on the basis of race,color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683) and 1685-1686), which prohibits discrimination on the basis of sex; © Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-2555), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h)Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute 9S0 which may apply to the application. Any alleged violation of the above stated laws should be reported to the superintendent, Kearsley Community Schools, 4396 Underhill Drive, Flint, MI 48506 or by telephoning (810) 591-8000.

Dance Policy

Kearsley High School

In order to attend dances, students must have fewer than (10) absences in any class of the previous semester. For this purpose, three (3) tardies in a given class will count as an absence; they will be labeled as ABT (absence tardy).

The privilege of attending a dance may also be revoked by a building administrator based on student behavior. Any student who has received a step 5-9 level of discipline, will no longer be able to attend the next school dance in which they are eligible to attend (ex. A September incident would result in the loss of Homecoming and a December incident would result in the loss of Snowcoming). The loss of dance privileges may carry over from one school year to the next.

Admittance to dances is limited to Kearsley High School students and their guests. Under no circumstances may a middle school student attend.

Armstrong Middle School

In order to attend an AMS dance, students must:

- Have no suspensions in the two weeks prior to the dance.
- Have 0-2 referrals in the two weeks prior to the dance.

IV. Transportation

Student safety is a top priority for Kearsley Community Schools. Kearsley Community Schools provides bus transportation for many of our students. We believe that all students should be respectful to the driver and other students while riding the bus. All drivers will do their best to provide the safest transportation possible for students. A bus is deemed an extension of the classroom and thus the entire Student Code of Conduct is in effect on the bus. To ensure the safe and orderly transport of students to and from Kearsley Schools the following regulations apply:

1. Bus riding is a privilege which can be denied a student if persistent inappropriate or unacceptable conduct occurs aboard the school bus.
2. Students must comply with reasonable requests and directives given by the bus driver or bus aide.
3. Students must remain in their seats throughout the bus ride.
4. Bus drivers and administrators have the authority to assign seats.
5. Students may open the emergency door only when instructed by the bus driver in emergency situations. Illegal use of the emergency door is a major misconduct.
6. Students are required to enter and exit the bus at their assigned bus stop. Bus drivers have the authority to deny entry or to exit if a student is not entering or exiting at their assigned stop.
7. Students may not save seats for others; three (3) students may be assigned per seat if necessary.
8. Student backpacks and possessions must be small enough to fit on the student's lap or on the floor between the student's feet. Glass containers or skateboards are not allowed.

9. The appropriate usage of headphones and cell phones may be permitted during the bus ride with the permission of the driver, athletic coach or teacher. Taking pictures and/or video is prohibited.
10. Students must be at their bus stop five (5) minutes prior to bus pick-up time.
11. Food and beverage consumption is prohibited, unless supervised by a driver, athletic coach, or teacher.
12. Students will use a low volume voice while talking on the bus.
13. Students must cross the street only in front of the bus.

A. Minor Bus Misconducts

Conduct which does not substantially threaten safety of bus riders and/or bus drivers including but not limited to:

- Littering/paper wads/excessive noise
- Inappropriate use of electronic devices
- Moving about/changing seats while bus is in motion
- Profane, obscene languages or gestures
- Those misconducts deemed minor or appropriate administrator

➢ **1st Offense:** The bus driver will speak to the student about their behavior and may contact the parent.
➢ **2nd Offense:** The bus driver will discuss the issue with the child. The student will be issued a warning about the inappropriate behavior. The bus driver will send a bus violation referral to the parent.
➢ **3rd Offense:** The bus driver will complete a Discipline Referral, discuss the referral with the child, get the transportation supervisor's signature and send the report to the appropriate building administrator. The administrator will contact the parent.
➢ **All Offenses:** The student may be required to write a plan for future behavior in conjunction with our Positive Behavior Support programs.

B. Major Bus Misconducts

Conduct which substantially threatens the safety and welfare of bus riders and or the bus driver including but not limited to:

INCIDENT	SUSPENSION
Insubordination / Defiance	1 - 10 days
Possession of Water Balloons or Squirt Guns	1 - 10 days
Physical Violence / Horseplay	1 - 10 days
Fighting	11 days - removal
Illegal use of the Emergency Door	11 days - removal
Throwing objects	11 days - removal

Hands / Person Out of the Window	11 days - removal
Vandalism / Property Damage*	11 days - removal
Possession of Fireworks, Lighters, Matches	11 days - removal
Possession of Weapons**	11 days - removal
Possession of Tobacco, Alcohol or Other Drugs**	11 days - removal

*Cost of replacement / repair may be required
**Law enforcement may be notified

The length of the bus suspension will be made based on the severity of the offense and the age of the student. The administrator reserves the right to permanently revoke the student's riding privilege. Since the bus is deemed an extension of the classroom, all offenses are also subject to the consequences outlined in the Student Code of Conduct.

C. Notice of Video Cameras:

The school district shall annually provide the following notice to students and parents: The Kearsley Community Schools Board of Education has authorized the use of video cameras on school district buses. These video cameras, that also record audio, shall be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the contents of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and shall be retained with other student records. Videotapes shall only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotape is not also a protected student record of another student.

D. Use of Video Cameras on School Buses:

The content of such videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver, and special education staffing team. A videotape recorded during a school sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it shall be treated like other evidence in the proceeding.

Use of Personal Technology (Cell Phones, ipad, watches)
Earbuds/headphones may not be used or visible during instructional time, unless explicitly permitted by the teacher.

E. Private Transportation:

When transportation is not provided by the school district, the following should be considered regarding private transportation. Kearsley Community Schools does not accept financial liability or responsibility for drivers transporting students to school-sponsored activities. Parents need to assess the risk and benefits of their children driving either themselves or other students, or riding with a volunteer driver. The Kearsley Community School District does not screen these private driving arrangements. The driver's insurance is to provide primary coverage in case of an accident.

F. Requests for Pick Up/Drop Off Locations Other than Student's Home Address:

Due to safety concerns, beginning with the 2023-2024 school year, the Transportation Department is limiting the amount of pick up and drop off locations allowed per student. In addition to a student's home address bus stop, parents will now be allowed to pick up to one (1) alternate location each for AM pick up and/or PM drop off. Once determined, the assigned pick up and drop off arrangements will be the same each week for the school year. In the event long-term transportation does need to be changed, please submit your request in writing to the Transportation Office. A minimum of two (2) weeks will be needed to attempt to accommodate the request.

G. Vehicle Registration and Rules Regarding Student Drivers

Driving is a privilege. Abuse of that privilege by unauthorized leaving of school grounds may result in loss of driving privileges for the remainder of the school year.

1. All vehicles must be registered by September 15.
    A. Permits to drive and park on school grounds will be issued only to students in grades eleven (11) and twelve (12) through September 15. After that date, sophomores may be allowed to purchase a permit based on need, availability of parking spaces, and only with permission of the principal.
    B. One (1) day permits are available in the main office. These are for emergencies only and the same student will not be granted a temporary permit more than three (3) times per year.
    C. Students should recognize that automobiles parked on school property may be searched when officials have reason to believe that weapons, drugs, or objects prohibited by school policy or state law are contained therein. Failure to comply will result in discipline up to referral for a Step 9 discipline hearing and possible long-term suspension/expulsion.

2. Parking of Vehicles
    A. Student parking in any other lot other than the student lot is prohibited.
    B. To prevent theft and unauthorized use of your car, please keep your car locked at all times.

C. Students are not permitted to sit in vehicles in the parking lot during the school day, particularly during lunch periods. Loitering in the parking lot is prohibited.
D. Vehicles are to be properly parked between designated lines.

3. Driving of Vehicles
   A. Students are prohibited from taking vehicles from the parking lot anytime during the school day without prior consent of a parent and a pass to leave school grounds which can be obtained from the attendance or main offices.
   B. The speed limit on school grounds is 15 mph. Careless or reckless driving is prohibited.

4. Disciplinary Action for Violation of Driving / Parking Regulations
   A. Refusal to properly register a vehicle or failure to display a valid decal:
      - 1st Offense: Written warning notice.
      - 2nd Offense: Conference with student, warning issued, and parent contacted.
      - 3rd Offense: Suspension of student with parent contact and understanding of future consequences
   B. Unauthorized parking:
      - 1st Offense: Written warning notice
      - 2nd Offense: Written warning notice
      - 3rd Offense: Suspension of driving privileges

Kearsley Community Schools

1:1 Device Handbook and Agreement

Kearsley Community Schools believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. Annual technology expenditures are appropriated district-wide to enhance student learning. The 1:1 initiative for students creates an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning, while providing students with constant access to the latest educational resources.

Equipment

Students in 9th through 12th grade will be issued the following equipment if students do not already possess equipment:

- School issued device
- Charger

Students entering Kindergarten through 8th grade will be assigned a device but it will be kept on a cart in their classroom at school.

Distribution of School Devices

Before a student is issued a device, the following steps must occur:

- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the device and agree to the Acceptable Use Policy as part of the annual online registration process.

Device Labels

Devices will be labeled with a District asset tag. Labels may not be removed, modified or tampered with in any way.

Cases/Charging Cords

Students may not personalize such as, but not limited to; stickers, gum wrappers, or drawings on the outside of the device. It remains the student's responsibility to care for and protect their device. Students will be assigned one device charger adapter with the device. Students are responsible for charging their devices and may not be provided chargers at school.

Caring for Your Device

Each student is responsible for the general care of the device that was issued by the school. Devices that are broken or fail to work properly must be taken to the main office as soon as possible. District-owned devices should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions

- Devices should never be used near food or drink
- Devices should be used with caution.
- Devices and cases must remain free of any personal writings, drawings, stickers, and labels.
- Devices should not have heavy objects placed on or near them.
- Devices should be transported with care.
- Devices should never be lifted or carried by the screen.
- Devices should be closed only after making sure there is nothing on the keyboard.
- Device screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth.
- Device keyboards may be cleaned with a disinfecting wipe and left open to air dry.
- Do not spray any cleaner directly on device

Operating System and Software

Device operating systems are managed by the District and will be updated as needed.

Google Apps for Education

- Devices seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Sheets, Slides, Meet, Jamboard, Sites and Forms.
- Classwork within these apps are stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Kearsley Community School's Google domain.

Using Your Device Outside of School

9th through 12th grade students are encouraged to use their devices for schoolwork at home and other locations outside of school. A WiFi Internet connection will be required for the majority of device use, however, some applications can be used while not connected to the Internet. Students are bound

by the technology guidelines within the Student Handbook and all other procedures in this document wherever they use their devices.

Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All devices, within the School District network, will have all internet activity monitored by the District. Students will also be subject to content filtering at home while on District-owned devices. However, when a student is using the device out of the school network, internet usage is the responsibility of the student and the parent.

Repairing/Replacing and Handling Theft and Vandalism of Devices

All devices in need of repair must be brought to the Athletic Office as soon as possible. The Technology Department at Kearsley Community Schools will inspect the device and take the appropriate steps to repair the device. All repairs must be performed or authorized by the district technology staff

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason related to the operation of the District. By using a device, students agree to such access, monitoring, and recording of their use.

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the technology guidelines within the Student Handbook signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this manual will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her device confiscated and network privileges at school disabled.

Device Insurance

We will be offering the opportunity for our families to purchase insurance to protect their child's device. Since only our high school transport devices home each night, insurance will only be offered to KHS students. This policy will cover all repairs, aside from any intentionally inflicted damage. Any repairs for defective equipment are covered by the district or manufacturer. Insurance must be purchased through the online PayForIt portal and must be purchased by Friday, September 12th.

First repair: Covered 100%
Second repair: Covered 75%
Third and subsequent repairs: Covered at 0%

In assisting you in this decision, please know that the most common estimated repairs we experience are:
Broken Screen - $50 for 14"/$25 for 11"
Broken Keyboard - $50
Cleaning Charge - $10

For families choosing not to purchase device insurance, any charges for device repairs will be added to the student's account. Students will be charged our cost for the repair.

Lost, Stolen or Vandalized Devices

If a device is stolen or vandalized during an educational activity inside the school day and the student is acting in good faith with the equipment; the student/parents shall contact the school office within 24 hours of the event and a replacement will be provided. If a student's device is lost, stolen, or vandalized outside of the school day, the student or parents must contact the proper local law enforcement and the school to report a theft. Such reports must be made within 24 hours. Note: Losing a device during the school day, not acting in good faith, or failing to report within the time restraints accounts for negligence on the part of the student.

SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
Making sexual jokes or comments about students' bodies or how they look or act
Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
Touching, pinching, or grabbing someone in a sexual way
Brushing up against someone's body on purpose

Visual:

Posting or sharing sexual comments, pictures, or videos
Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions

You may feel scared, uncomfortable, upset, embarrassed or angry. When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.

What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

Touching someone's genitals, breast, or butt without their permission (consent)
Unwanted behavior or touch over or under clothes
Unwanted kissing
Physically forcing someone to perform a sexual act
Threatening or pressuring a person to do any sexual act
Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law. In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

Consent means that each person agrees or gives permission.
Anyone can change their mind at any time.
Consent means each person understands what is going on and agrees to all of it. Someone needs to get consent every single time.
Just because someone said "yes" before, does not mean "yes" now.
It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.

What if This is Happening to Me?

It is not your fault . You are not alone.

No one has the right to sexually harass or assault anyone else. You have the right to feel safe and respected.

If you feel like you won't be harmed, tell them this is not okay and to stop. Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…"). If the first person isn't helpful, keep trying until you find someone who is.

Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust. Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harrassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know? Believe. Listen. Support.

Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them. Listen without judgment. Give them space and time to tell you what they feel comfortable sharing. Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: https://mcedsv.org/sexual-violence-hotline-chat/

Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call**: 866-864-2338

Chat: https://mcedsv.org/hotline-domestic-violence/

Youth Resources Web Page

https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

Sexual Harassment and Sexual Assault Information Guide

Kearsley Community Schools

District Title IX Coordinator

Douglas Hibbs
810-591-3501
dhibbs@kearsleyschools.org

District Policies Related to Sexual Harassment and Sexual Assault

Policy 1422 and 1662 (Administration)

Policy 2260 (Program)

Policy 2431 (Athletics)

Policy 3122 and 3362 (Professional Staff)

Policy 4122 and 4362 (Support Staff)

Policy 5517 (Students)

For the complete policies visit the non-discrimination and anti-harassment portion of our website at: https://www.kearsleyschools.org/page/district-reporting-and-freedom-of-information

The policies prohibit adverse action against a person for reporting sexual harassment and sexual assault.