



## **Blissfield Elementary School**

### **2024-2025 Student Handbook**

#### **Blissfield Community School Mission Statement**

*Blissfield Community Schools provides the programming, culture, and climate necessary to create well-rounded, creative, critical thinkers.*

#### **Blissfield Community Schools Vision Statement**

*Blissfield Community Schools transforms lives by instilling 21st century skills and inspiring lifelong learning in every student.*

#### **Beliefs**

*As we strive for excellence at Blissfield Community Schools, the planning and decision making processes will be guided by the following belief statements.*

*We believe:*

- *Education is a partnership of students, family, school, and community;*
- *Honesty, respect, and responsibility are essential in life and learning;*
- *A safe, comfortable, and orderly environment is essential to learning;*
- *Learning is a lifelong process and students need the ability to adapt in the ever-changing world;*
  - *Authentic interaction and instruction is the heart of education;*
    - *Excellence is a standard not to be compromised;*
    - *All students can learn.*

## **INTRODUCTION**

*The faculty, staff and administration welcome you to the 2023-2024 school year! We are committed to our school's mission (as stated above). In addition, we strive daily to actively demonstrate and "live out" our Belief Statements. We believe in*

- the creativity, potential and uniqueness of each individual;*
- the essential partnership between home, community and school;*
- the core values of professionalism, honesty and integrity;*
- the obligation for providing curriculum that is challenging, relevant and diverse;*
- the importance of fostering a desire for lifelong learning; and*
- the necessity that all we do is reflective of both our "genuine love for kids and our confidence that everyone has the power to make a difference in today's world.*

*This handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2017. If any of the policies or administrative guidelines referenced are revised after this date, the language in the most current policy or administrative guideline prevails.*

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## IMPORTANT INFORMATION

### District Website

District website: <https://www.blissfieldschools.us>

### Board Policies

Board Policies are available through the district website ([BCS Board Policies](#))

### Addresses

*Blissfield Elementary School*

*640 S. Lane Street*

*Blissfield, MI 49228*

### Contact Information

*BES Principal*

Linda Mueller

[lmuller@blissfieldschools.us](mailto:lmuller@blissfieldschools.us)

517-486-2811 ext 101

*BES Assistant Principal*

Amanda Plum

[aplum@blissfieldschools.us](mailto:aplum@blissfieldschools.us)

517-486-2811 ext 105

*BES Administrative Assistant*

Jennifer Stealgraeve

[jstaelgraeve@blissfieldschools.us](mailto:jstaelgraeve@blissfieldschools.us)

517-486-2811 ext 102

*BES Office Secretary*

Sarah Schwan

[sschwan@blissfieldschools.us](mailto:sschwan@blissfieldschools.us)

517-486-2811 ext 103

*Director of Special Education*

Mr. Cris Rupp

[crupp@blissfieldschools.us](mailto:crupp@blissfieldschools.us)

517-486 -2811 ext 104

*Director of Transportation*

Mr. Scott Abbott

[sabbott@blissfieldschools.us](mailto:sabbott@blissfieldschools.us)

517-486-3803

### Administration

*Superintendent:* Mr. Scott Riley

*High School Principal:* Mr. Michael Bader

*High School Assistant Principal:* Mr. Eric Schmidt

*Middle School Principal:* Ms. Laura Denkins

*Elementary School Principal:* Mrs. Linda Mueller

*Elementary School Assistant Principal:* Mrs. Amanda Plum



## 2024-2025 DISTRICT CALENDAR

July-24							January-25							19/19	
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6				1	2	3	4		
7	8	9	10	11	12	13	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	12	13	14	15	16	17	18		
21	22	23	24	25	26	27	19	20	21	22	23	24	25		
28	29	30	31				26	27	28	29	30	31			
August-24							7/5	February-25							18/18
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3							1		
4	5	6	7	8	9	10	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	16	17	18	19	20	21	22		
25	26	27	28	29	30	31	23	24	25	26	27	28			
September-24							20/20	March-25							16/16
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7							1		
8	9	10	11	12	13	14	2	3	4	5	6	7	8		
15	16	17	18	19	20	21	9	10	11	12	13	14	15		
22	23	24	25	26	27	28	16	17	18	19	20	21	22	49	
29	30						23	24	25	26	27	28	29		
							30	31							
October-24							23/23	April-25							21/21
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5			1	2	3	4	5		
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26	40	
27	28	29	30	31			27	28	29	30					
November-24							18/18	May-25							21/21
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2					1	2	3		
3	4	5	6	7	8	9	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	25	26	27	28	29	30	31		
December-24							15/15	June-25							4/4
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6	7	49	
8	9	10	11	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27	28		
29	30	31					29	30							
End of 1st Qtr. 10/21, 2nd Qtr. 12/20, 3rd Qtr. 3/18, 4th Qtr. 6/4															
Inservice/Staff Work Days							Students 1st day of semester								
PT Conferences-1/2 Day School for Students							Vacation Days - No School								
1/2 Day Semester Exams/1/2 Records Day							K-12 Curriculum Committee Meetings								
1/2 Day Inservice 1/2 Day Students a.m.							Inservice/Staff Work Day (1 count day)								
TBD Open House for Students & Staff							1/2 Day for Students and Staff								



## 2023-2024 DAILY SCHEDULE

School begins each morning at 7:45 a.m. and concludes at 2:52 p.m. During half days, school will dismiss at 11:00 a.m. Students who walk to school should not arrive before 7:30 a.m.

**Student Drop Off / Pick Up – School buses will be lined up for student loading and unloaded at the rear of the elementary building, directly behind the cafeteria. Parents who will be dropping off or picking up students will use the circle drive located at the front of the building. If drop-off or pick-up will be quick, parents are allowed to pull to the curb and do so. If a parent needs to enter the building, they will need to park in the adjacent parking lot. No curbside parking will be tolerated.**



## EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- Infinite Campus email/call message
- Radio:
  - WABJ - 1490
  - WQTE - 95.3
  - WLEN - 103.9
- Television:



[WTOL Channel 11](#)



[ABC Channel 13](#)





## NOTICE OF NONDISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Cris Rupp, Director of Special Education

630 S. Lane St, Blissfield, MI 49228

517-486-2811 ext 104 [crupp@blissfieldschools.us](mailto:crupp@blissfieldschools.us)



If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Cris Rupp, Director of Special Education

630 S. Lane St, Blissfield, MI 49228

517-486-2811 ext 104 [crupp@blissfieldschools.us](mailto:crupp@blissfieldschools.us)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Cris Rupp, Director of Special Education

630 S. Lane St, Blissfield, MI 49228

517-486-2811 ext 104 [crupp@blissfieldschools.us](mailto:crupp@blissfieldschools.us)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.



## **SECTION I: DISTRICT WIDE POLICIES AND PROCEDURES**

### **ATTENDANCE**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to:

- Blissfield Elementary School      517-486-2811 ext 103

If a student arrives late, the student must sign in at the office.

Per the Lenawee County Attendance Policy: Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is a directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

### **GOAL**

The goal of the school district is to link all students and families with the appropriate resources which will enable them to overcome the barriers that interfere with regular attendance. It is the goal of the school to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

1 Plan family vacations on weekends or around school breaks. A one-week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.

2 Have a plan as well as a backup plan to get your child to school on time every day. Too often, a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct the issue.



3 Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.

4 Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of a school year equates to about 126 hours of learning. Parents can use a calendar system at home to track attendance, or use the school's online program.

5 Communicate. Most attendance related issues could be solved easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

## **ABSENCES**

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately documented circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be made up with the rule of one day per absence.

All counted absences will be handled in the following manner per semester:

Step 1: After five counted absences a letter will be mailed home to notify the parent or a phone call will be made to the parent.

Step 2: After nine absences, the school administrator will determine if an Attendance Improvement Meeting with the students and parents is appropriate. The reasons for the absences will be taken into account when determining the need for a meeting. The goal of the meeting will be to address the root cause of the absences, offer academic support, alternative education if appropriate, and attendance expectations to include an attendance agreement. Interventions will include, but are not limited to mental health screening, problem solving, tutoring, outside agency referral, and mentoring. The results of the Attendance Improvement Plan will be sent to the LISD truancy officers and the Lenawee County Prosecutor for review and follow up.



Step 3: The LISD truancy officers will follow up with the family and ensure that they are following the attendance agreement. If the agreement is not being met, a formal referral will be sent to the Lenawee County Prosecutor's office.

Students who are late are considered tardy. 3 tardies is equal to one counted absence.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **ABSENCES DUE TO ILLNESS**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

### **PLANNED ABSENCES**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

#### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

### **BICYCLES**

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. Bicycles must be kept in the parking rack to the left of the elementary main entrance. Skateboards and scooters will also be allowed to be ridden to school. They can be parked at the bike rack or brought into the front entrance for safety purposes. Bicycles, skateboards and scooters are not allowed to be on the main sidewalk/walkway.

### **BOOKS AND SUPPLIES**

The District will provide free instruction to all students and may charge fees for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may also charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A



teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

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

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

To the extent, appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate



authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**IMPLEMENTATION:** The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

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

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

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

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

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

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





substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:





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

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

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

**"Staff"** includes all school employees and Board members.

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

## CAFETERIA/FOOD SERVICE

The school district provides an excellent breakfast and hot lunch program. These are complete meals, including milk, and can be paid for at the time of purchase or through the debit system available at [www.LunchDeposit.com](http://www.LunchDeposit.com). Parents are encouraged to keep money in their children's accounts, as the cafeteria/food service does not allow students to charge their lunch costs. All children with negative balances will receive peanut butter and jelly sandwiches and milk (until money is deposited in their accounts). Parents can also go on-line to fill out an application for free and reduced meals ([www.LunchApp.com](http://www.LunchApp.com)). All questions regarding food services should be directed to Amy Gschwind, director of food services, at 486-2148, ext. 310.



Eating lunch in the cafeteria with approximately 250 other students is certainly different from dining at home. Students are expected to display their best behavior while in the cafeteria. During lunchtime, students will have assigned tables in the cafeteria. Students are expected to remain seated while eating their lunch. It is expected that all food will be eaten while in the cafeteria. Students are expected to leave the table and bench areas clean. The time scheduled for lunch is 20 minutes, providing more time for students who might need it.

### **CELL PHONES, ELECTRONIC DEVICES AND OTHER DISTRACTING ITEMS**

Items that pose a threat to other students or may distract the learning environment are inappropriate in a school setting, and will be confiscated. Such items include, but are not limited to weapons, Apple watches, radios, cellular phones, Gizmo watches, CD players, electronic games, and trading cards. Although some of these items may be permitted while on the school bus, they must be placed in the student's backpack before entering the school. Students are strongly encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Except for health or other unusual reasons approved by the school district, students shall not carry a cell phone, Apple or Gizmo watch or other personal communication device(s) in school. The Principal will hold any items that are confiscated until a parent/guardian comes to school to retrieve them. In addition, all book bags and backpacks shall be stored in students' lockers.

### **CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **CLASSROOM BEHAVIOR**

Teachers will establish classroom conduct rules that students must follow.

### **CLOSED CAMPUS**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

### **COMMUNICABLE DISEASES**

The District, in conjunction with local health department officials, may exclude students who:



- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Per the Lenawee County Health Department, students who have a fever, diarrhea or have been vomiting are not allowed in the classroom until 24 hours after their last occurrence. The student must be fever-free without medication. The 24 hour time frame begins after the fever has broken and/or the diarrhea and vomiting has ceased.

### **COUNSELING/SOCIAL WORK**

Counseling/Social Worker services are available to provide individual and group assistance and student support. Goal oriented counseling sessions are designed to meet the identified needs of individuals, groups of students, or families; teacher and parent consultations; and life skills instruction in both small group and classroom settings.

### **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **DRESS CODE**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, the principal will take one of the following actions: counsel the student, call parents, stipulate that the item of clothing not be worn again, and/or send the student home for a change of clothing. We ask that parents help us in making sure that students dress appropriately for school, both in good taste and in a manner appropriate for children ages 4-12.

The following styles or manners of dress are prohibited:

- Foot apparel must be worn at all times. For health and safety reasons cleats, spikes and flip-flops are not permitted. For physical education classes, appropriate footwear is required.



- All shirts and/or blouses must cover the shoulders and stomach.
- Shorts and skirts may be no shorter than fingertip length. All clothing must be in good repair.
- Miniskirts, pajama/leisure attire, slippers, garments with holes, and sagging pants are not acceptable.
- Shorts of appropriate length may be worn prior to Thanksgiving and after Spring Vacation.
- All hats/hoods shall be removed upon entering the building.
- Sunglasses are to be worn outside only.
- All clothing/jewelry shall avoid drug, alcohol, tobacco, sex, obscene, or cult/gang related print/slogans/designs.
- Jackets and coats are to remain in lockers or on hooks during the school day unless authorized to be worn by school personnel.

### **EMERGENCY CONTACT INFORMATION**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **EMERGENCY DRILLS**

Periodic fire, tornado, and lockdown drills will be conducted. Each classroom is directed to assigned areas where students will be expected to remain quiet and orderly throughout the drills.

### **FIELD TRIPS**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **FIFTH GRADE OUTDOOR CAMP EXPERIENCE**



Our fifth grade students have the opportunity to experience a wonderful and unique learning activity. They are able to take part in Outdoor Education at Camp Storer. This activity usually takes place in March. We anticipate a rich and positive experience. The success of this time together depends to a great degree on the student's ability to respond with responsible, mature and self-controlled behavior. The students participate in a variety of activities in which they are self-directed or in small groups. In light of the fact that they will have many 'teachers' and leaders, respect for authority is necessary to the success of these experiences. For the safety and well-being of each of the children, it is necessary that every fifth grader be trustworthy in all these situations. We understand that as fifth grade progresses, if a student has had continual problems with self-control and respect for authority, they may be asked not to attend Fifth Grade Camp. Again, this is necessary for the safety and well-being of all Blissfield's fifth grade students and cabin leaders. A fifth grader earns the privilege to attend camp by being a responsible Blissfield student here at school. Blissfield Elementary School has had a long history of a good reputation at Camp Storer and we desire to continue that reputation. If a student does not follow Camp Storer or Blissfield Elementary School rules during the experience, it will be the parent's responsibility to pick their child up from camp.

In light of offsetting the cost of this camp experience, students in grades 3-5 have the opportunity to take part in fundraising events to earn money for their camp cost. Money earned through these fundraising events will be recorded under your child's name in an expense account within our office budget. Our office secretary throughout the three-year fundraising events will keep recordings of this amount up-to-date. Then this money will be used to pay for your child's camp experience. If, for any reason (such as: camp cancellation, extra money over and above the amount for camp, a student unable to attend camp), a student has money left in their account upon leaving the elementary school, this amount will stay in the BES fifth grade camp account and can be transferred to a younger sibling or another family member at the parent's request. If parents have any questions or concerns, please contact the elementary office for assistance.

## **HEALTH CARE**

Blissfield Elementary School is committed to working in partnership with parents in the areas of student health and wellness.

### **Communicable Illness**

All cases of communicable or contagious disease must be reported to classroom teachers and the school office. Certain diseases are reported weekly to the local health department. These include measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever, pink eye, and strep throat. The length of time children should remain home from school for specific illnesses is dependent upon the illness. The school office can provide direction to parents (based upon recommendations from the County Health



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

Impetigo, ringworm, scabies and head lice are also considered communicable diseases, and if observed at school, the child will be sent home for treatment. In the case of head lice, the following guidelines will be followed:

- A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.
- District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.
- If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue

### **First Aid**

Each building is equipped to handle emergency situations. However, the school is not able to provide long-term sick care. Children who are unable to attend class will be sent home after contacting a parent/guardian. Therefore, it is essential that work phone numbers and emergency contact information be kept current.

### **Hearing and Vision Testing**

Hearing and vision screening is provided on a regular basis for all students (alternating every other year) and is provided annually for students referred for evaluation.

### **Illness at School**

If students become ill at school, they are to report to the office so school personnel can make appropriate arrangements. Parents or guardians may then be notified to pick students up. It is necessary that parents/guardians sign students out prior to leaving the building. Students must never leave the building to go home without permission.

### **Immunizations**

A parent/guardian/person in loco parentis applying to have a child registered for the first time in a school in the State of Michigan shall present to school officials, at the time of registration or no later than the first day of school, a physician's certificate of immunization or statement of exemption under Section 9215 (available from the school office).



New entrants must have at least four (4) DPT, three (3) doses of polio vaccine, two (2) MMR, three (3) Hepatitis B, and two (2) Varicella vaccines or date of disease (chicken pox).

## **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **HOMELESS CHILDREN AND YOUTH**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison: Christine Brown, Blissfield Elementary School, 517-486-2148 ext 109.

For detailed information about Homeless Children and Youth, see Policy 5307.





## **HOMEWORK**

Blissfield Elementary School is in support of a 'no homework' policy. Your child may receive homework if the teacher deems it necessary for the following reasons:

1. Study materials for upcoming tests or in-class reviews.
2. Any classroom work that was not completed in class within the allowed time.
3. Reinforcement of enrichment and meaningful materials presented.
4. Assignments and missed work due to illness or missing school.

## **IMMUNIZATIONS**

For a student entering the District for the first time, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **LOCKER USE**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.





## **PARTIES AND BIRTHDAY TREATS**

To provide consistency for birthday celebrations and classroom parties at the elementary school, these guidelines should be followed:

- Christmas, Valentine's Day and year-end celebrations are acceptable occasions for room parties.

- Treats for student birthdays are not considered parties; parents are encouraged to send birthday treats that are easy to bring to school and distribute; parents are encouraged to consider healthy snacks for birthday treats (please do not send gum or hard candy as treats; please be aware that several students have allergies and/or blood-sugar issues that affect their health to such a degree that they are not allowed to have certain treats).

## **PLACEMENT**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **PROTECTION OF PUPIL RIGHTS**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the [District's website](#) or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

## **RECESS**

Whenever weather permits, students have outdoor recess before lunch. During winter months, students will have outdoor recess if the temperature (with wind-chill) is above single digits. Please dress your child appropriately for the weather. Adults other than grade level classroom teachers supervise this recess time. Classroom teachers supervise additional recesses. The following basic rules have been designed to provide for a safe playground for all children:



- Students have designated playgrounds on which to play; students must play only on “their” playground and should stay away from all doors and classroom windows.
- Students are not permitted to enter the building during recess unless given permission by the adult on duty.
- Outdoor equipment will be shared and used in the manner for which it was intended.
- The following activities are not allowed: snowball throwing, wrestling, tackle football, or any other rough play.

### **RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **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.

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. 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.



## **STUDENT EDUCATION RECORDS**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

### **Directory Information**

The District designates the following information as directory information:

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the



student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **STUDENTS WITH DISABILITIES**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Cris Rupp, Special Education Director or Mark Willson, Student Services Director.

## **TECHNOLOGY**

The BES-provided Chromebooks and I-Pads are intended for student use and enhancement. All students are expected to use them in a reasonable and responsible manner. They are used for educational use directly related to the curriculum of Blissfield Elementary School. The use of the network is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to, the altering of system software or placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. Students may be responsible for any cost associated with improper use of District software and/or hardware. The following procedures have been established for all students using school Chromebooks and I-Pads:

1. Access to network services is given to students who agree, through the signing of a User Agreement and with parent permission, to act in a considerate and responsible manner.
2. Parents should review with students the appropriate expectations for student Chromebook/I-Pads/Internet usage as outlined in the "Guidelines for Internet Use" handout accessed by parents at the beginning of the school year.
3. Students are expected to abide by the Acceptable Use Policy found on the school website and approved by the Board of Education.



## TRANSPORTATION PROCEDURES AND GUIDELINES

Blissfield Community Schools has developed a District Transportation Student-Parent Handbook, which includes guidelines regarding student transportation, school bus safety and rules, student misconduct and discipline as well as other helpful information. Please refer to the District Transportation Student-Parent Handbook for items relating to transportation. Below, you can read an excerpt regarding how bus misconduct and discipline will be handled.

### School Bus Discipline

Riding the school bus is a **privilege not a right**, so good student behavior is expected and enforced. When on the bus, the driver is in charge. One of the leading causes of bus accidents is driver distraction due to misconduct by students. Safe transportation to and from school is a team effort that requires the cooperation of students, bus drivers, parents, and school administrators. In the event that disciplinary actions are necessary due to misconduct, the following Board approved procedures will be followed.

### Administrative Procedures for Bus Misconduct

**First Offense:** The bus driver will communicate to the student(s) the inappropriate behavior(s) and initiate some type of intervention such as assigned seating. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. A Bus Conduct Report must be used to document the offense and the driver's intervention. This form will be sent home to parent to sign and return to school with student the next day.

**Second Offense:** The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. The building principal will contact the parent or legal guardian to discuss disciplinary action. Second offense will result in a **three (3) day bus suspension**. Parents will receive a copy of the Conduct Report to sign and return.

**Third Offense:** The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. The driver will contact the parent or legal guardian within 24 hours to make them aware of the offense. The building principal will contact the parent or legal guardian to discuss disciplinary action. Third offense will result in a **five (5) to ten (10) day bus suspension**. Parents will receive a copy of the Conduct Report to sign and return.

**Fourth Offense:** The bus driver will communicate to the student(s) the inappropriate behavior(s). A Bus Conduct Report will be filled out by the driver with supporting documentation and given to building principal. A meeting may be arranged between the bus driver, parents, administrator, and transportation personnel to discuss long term



**eleven (11) days or more suspension** of transportation privileges. Parents will receive a copy of the Conduct Report to sign and return.

The Transportation Department will receive a copy of the disciplinary action taken by the building principal.

### **VIDEO SURVEILLANCE AND PHOTOGRAPHS**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **WITHDRAWAL FROM SCHOOL**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.



## SECTION II: DISCIPLINE AND CODE OF CONDUCT

### POSITIVE INCENTIVE PROGRAM

At the elementary school, we are implementing the Positive Behavior Interventions and Supports (PBIS) program. This program has a focus on school climate and changing the attitudes of students in a positive manner. We instill in our students respect and safety through an attitude of positive behavior and a shared vision between students, teachers, all staff members and administration. The direction of PBIS is to have each student take an individual direction of their own behavior and attitude as it directly affects those around them. There will be whole school, grade level, team, classroom and individual incentives possible throughout the entire school year. Students earn ROAR Cards for positive behavior and showing Respect, Ownership, Attitude and Resilience during the school day. These ROAR Cards earn individual student rewards as well as school-wide incentives and celebrations.

If an individual student requires intervention for behaviors that are harmful to self or others, the following procedures will transpire:

<b>BES Behavior/Consequences Rubric</b>						
Level	Behavior	1st Time	2nd Time	3rd Time	4th Time	5th Time
<b>Level 0</b>	<ul style="list-style-type: none"> <li>• Not completing homework/reading</li> <li>• Loud volume in common areas</li> <li>• Excessive missing work</li> <li>• Poor line behavior in common areas</li> </ul>	Teacher's classroom management plan	Teacher's classroom management plan	Teacher's classroom management plan	Teacher's classroom management plan	Teacher's classroom management plan
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• Goofing around that results in grabbing, tripping, pushing or shoving</li> <li>• Reckless behavior in the hallway</li> <li>• Name calling</li> <li>• Refusing to complete classwork</li> <li>• Refusing to complete an activity/follow directions</li> <li>• Property misuse</li> <li>• Inappropriate bathroom behavior</li> <li>• Interrupting learning or conversation of adults purposefully</li> <li>• Inappropriate language</li> </ul>	Reteach expectation	Reteach expectation	Reteach expectation	Reteach expectation	Reteach expectation
		Document in SWIS	Document in SWIS	Document in SWIS	Document in SWIS	Document in SWIS
		Parent Contact by Teacher	Parent Contact by Teacher	Parent Contact by Teacher	Parent Contact from office	Parent & Teacher Meeting or Conference
				Think Sheet	Detention and Think Sheet	



<b>Level 2</b>	<ul style="list-style-type: none"> <li>Cheating/forgery (DK-2)</li> <li>False reporting</li> <li>Mean notes</li> <li>Planned exclusion</li> <li>Spreading rumors</li> <li>Lying</li> </ul>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact by Teacher</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact by Teacher</p> <p>Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent &amp; Teacher Meeting or Conference</p>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>Cheating/forgery (3-5)</li> <li>Talking back, being disrespectful</li> <li>Leaving the classroom without permission</li> <li>Throwing objects at someone</li> <li>Deliberate harm (DK-2) tripping, pushing, slapping, shoving, biting</li> <li>Spitting on school property/objects</li> </ul>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact by Teacher</p> <p>Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent and Administrat or Meeting with Intent to Suspend</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from Office</p> <p>One Day Suspension and Written Apology</p>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>Electronic intimidation/bullying</li> <li>Property damage</li> <li>Spitting at/on others</li> <li>Stealing</li> <li>Directed profanity</li> <li>Deliberate Harm (3-5) tripping, pushing, slapping, shoving, biting</li> <li>Leaving the school without permission</li> <li>Threatening behavior</li> <li>Racial/ethnic/sexual/religious harassment</li> </ul>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from office</p> <p>Detention and Think Sheet</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent and Administrat or Meeting with Intent to Suspend</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from Office</p> <p>One Day Suspension and Written Apology</p>	<p>Reteach expectation</p> <p>Document in SWIS</p> <p>Parent Contact from Office</p> <p>Suspension and Written Apology</p> <p>Behavior Intervention Plan Meeting</p>





- Restorative practices will be used for student discipline whenever possible, focusing on repairing harm and fostering a supportive school community.
- Consequences after the 5th occurrence will be determined at the parent meeting.
- Technology misuse falls under the inappropriate behavior on this rubric. Continued incidents of inappropriate technology usage can result in the loss of technology privileges per the technology user agreement.
- The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school.

## **STUDENT CODE OF CONDUCT**

One of education’s most important lessons is discipline. While it does not appear as a subject, it is under the entire educational environment. It is the preparation that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. All students at Blissfield Elementary School are expected to consider the rights, safety, property, and feelings of others. If a student has a behavior problem, it will be dealt with directly and in a timely manner. Each situation will be assessed individually.

It is expected that students will obey these primary rules. Students will:

1. abide by national, state, and local laws, as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other’s ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;
7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, and in the school.

If a teacher, supervisor or aide finds a student misbehaving or not performing to expectations, he/she will first talk with the student addressing the problem and discussing positive solutions to the problem. If repeated conversations with the student don’t achieve the desired results, and the adult has exhausted all acceptable methods of discipline in his/her area of responsibility, the student may be referred to the principal. As an alternative, the adult may file a Disciplinary Referral.



After three (3) referrals to the office that result in noon recess detention, the students will be issued suspensions. For more serious issues, students may be assigned time in the district's In-School Restriction classroom. Infractions of a very serious nature may result in procedures other than those described and will be at the discretion of the principal. Referrals to police and juvenile authorities will be made, when appropriate.

According to Michigan School Code, a teacher may suspend a student from a class, subject, or activity for up to one full school day. The teacher will immediately send the student to the principal's office and will specify the reason for the suspension. Within 24 hours, the teacher will contact the parents to set up a parent-teacher conference regarding the snap-suspension. A notification of teacher initiated suspension form will be completed by the teacher and will be kept on file in the principal's office.

In most cases, elementary students who are not meeting expectations for behavior and/or performance respond very positively to teacher intervention. In cases where students are sent to the office, dialogue with the principal concerning positive choices, problem solving and consequences also bring about positive change. The use of the Disciplinary Referral involves parents – usually very effective in re-directing student's behavior and performance. The ultimate goal is to provide a safe, respectful and supportive environment where all students can be successful.

In an attempt to assist students with appropriate choice and behaviors, we have listed some of the more serious violations to our Code of Conduct that will result in consequences that are more serious. The listed consequences are a possible range of choices depending on the grade level of the student. The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school.

## Violations and Consequences

- 1. Cheating:** Copying, using, or representing another individual's work as one's own. Allowing others to copy is also cheating. **Consequences** include disciplinary referral, failure on test or assignment, detention, ISR, OSS.
- 2. Use of Profane/Obscene Language:** In verbal or written form, in pictures, drawing, gestures, etc. directed at student or staff. **Consequences** include disciplinary referral, parent conference, detention, ISR, OSS
- 3 Threatening/Dangerous Behavior:** Verbal harassment, incitement to fight, actions that place students in danger. **Consequences** include disciplinary referral, 1-3 days ISR/OSS, suspension, referral to authorities.
- 4 Possession/Use of Dangerous Weapons:** Look alike weapons or use of any object which may cause bodily harm/actual weapon. **Consequences** include disciplinary referral, ISR, OSS, referral to authorities, recommended expulsion



**5 Willful Destruction/Defacement of School Property:** Either intent or as a result of inappropriate behavior. **Consequences** include 1-5 days ISR/OSS, full payment of labor and replacement cost of items.

**6 Forgery of School Documents and/or Parent Signature Consequences** include parent conference, detention, 1-3 days ISR

**7 Persistent Disobedience:** In the classroom or school building **Consequences** include disciplinary referral, parent conference, 1-3 days ISR/OSS

**8 False Fire Alarm and/or Bomb Threat Consequences** include expulsion.

**9 Inappropriate Behavior in School:** behavior/incitement/conduct that results in disruption of the learning process or endangers the safety of the school, students and/or staff; acts of dishonesty. **Consequences** include detention, ISR, OSS

**10 Possession of Property Belonging to Others: Theft Consequences** include restitution, ISR, OSS

**11 Physical Assault, Fighting, Deliberate Acts of Violence:** Pushing, shoving, striking a student or staff member; physical contact on another person; physical contact in which two or more students are active participants. May or may not cause bodily harm. **Consequences** include ISR, OSS or recommended expulsion.

**12 Possession/Use of Alcohol/Illegal Drugs/Over-The-Counter Medication or Other Controlled Substances & Transfer of Such Consequences** include confiscation, ISR, OSS, Expulsion, Contact of Authorities

**13 Sexual Harassment / Arson / Distracting Items: Consequences** include Detention, ISR, OSS, Expulsion

## EXPLANATION OF CODE OF CONDUCT TERMS

### Detention

Students may be required to attend detention(s) because of misbehavior. Detentions will take precedence over all other school activities. Detentions must be served for the days assigned. Failure to attend will result in additional consequences.

### Restriction/Suspension

In-School Restriction (ISR) is housed at the High School. The atmosphere in the In School Restriction room is very structured. The student remains in the restriction room the entire day and is assigned to a study booth. Students are expected to do school



and/related work. Hot lunch can be purchased or the student may carry a sack lunch. The students will be given a copy of the following ISR rules daily:

- All regular school rules apply.
- No talking without permission.
- Students are to sit in assigned seats and may not leave them without permission.
- No sleeping.
- Students are to report on time and be seated.
- Students are allowed one bathroom break in the morning and one in the afternoon.
- Students will be allowed three (3) negative behavior points per day. A behavior point will be given for inappropriate classroom behavior. Two (2) behavior points will be given for an unexcused tardy. Students who receive four (4) behavior points will be assigned to the restriction room for one (1) additional day.
- Absences will not count as restriction room time. If a student is absent anytime during the restriction period, that time will be made up in the restriction room.
- Students are expected to complete all work assigned to them each day.
- Failure to comply with these rules and/or refusal to attend may result in an Out of School Suspension.

Out of School Suspension (OSS), is when a student is suspended from school without an opportunity to attend the In-School Restriction (ISR) program. In addition, the student will have no opportunity to make up missed assignments and/or tests. Therefore the student will receive a “0” grade in all subjects for that day.

### **Due Process Procedures**

#### **A. Preliminary Hearing**

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable:

The Principal or designee shall provide the student with an oral or written notice of the charges against her/him and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is



given a chance to respond to the charges. The student's parent(s) may be informed of the charges and the preliminary hearing if the Principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if any emergency prohibits an immediate hearing.

#### B. Suspension

The Principal may impose a suspension of up to ten days duration, but shall notify the student's parent(s) / guardian(s) of the suspension by telephone or by regular mail.

1. Sending a student home: Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office or in In School Suspension until school is dismissed. The Principal may forego the previous provision in the event of mass violation of school rules or where it is not possible to keep the students on school grounds and restore order or protect people on school property.
2. Responsibility for schoolwork: No credit will be given for work missed as a result of suspension out-of-school.
3. Student's Records: A record of the student's offense will be kept but may not be made part of the permanent record. Days of absence shall be noted in the student's permanent attendance record.

#### C. Appeal

Suspension of one school day or less will not be subject to appeal. Suspension of more than one school day but not more than ten school days may be appealed in writing to the Principal within two school days of the parent's receipt of the written suspension notice. The written appeal must contain the reasons that the suspension is being appealed.

### **Appeal Procedures**

#### For Student Suspension

- A. Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or modify the terms of his action within three (3) school days from the date of the conference.
- B. Within three (3) school days from the Principal's decision concerning suspension, the parent(s), or legal guardian(s) may appeal such decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or



modify the decision of the appeal. For suspensions of ten (10) days or less, the Superintendent's decision is final.

C. The Principal within three (3) school days from hearing For suspensions greater than ten (10) days, the Superintendent's decision may be appealed to the Board of Education within three (3) school days of such decision.

D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:

1. Written notice shall be given of the time, date and place of the hearing.
2. Parent, guardian, or other adult advisor of their choosing should represent the student.
3. Witnesses may be presented at the hearing and the student or his representative may question witnesses.
4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
5. There may be present at the hearing the Principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential.
6. The Board of Education shall render a written opinion of its determination within 3 school days from the date of the hearing. The written opinion shall be forwarded to all concerned.



## APPENDIX A: TITLE IX SEXUAL HARRASSMENT

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### Definitions

For purposes of this Policy, the below terms are defined as follows:

**“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:**



- A District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
  - i. “Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
  - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

“Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

“Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

“Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.





“Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

“Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

“Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

“Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

“Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

“Grievance Process” is the process by which the District handles Formal Complaints.

“Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

“Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

“Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

“Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures



are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

"Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

### Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

### Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Cris Rupp, Director of Special Education  
630 S. Lane St., Blissfield, MI 49228 517-486-2811 [crupp@blissfieldschools.us](mailto:crupp@blissfieldschools.us)

### Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using

the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.



Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

## **General Response to Sexual Harassment**

### **District's Obligation to Respond without Deliberate Indifference**

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

### **Response to Report of Title IX Sexual Harassment**

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

### **Formal Complaint Filed**

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

### **Equitable Treatment**

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

### **Documentation and Recordkeeping**

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.



## **Supportive Measures**

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- District-provided counseling;
- Course-related adjustments, such as deadline extensions;
- Modifications to class or work schedules;
- Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## **Respondent Removal**

### **a. Emergency Removal (Student)**

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.



### **b. Administrative Leave (Employee)**

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### **Law Enforcement**

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

### **Grievance Process Generally**

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or

Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.



At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

### **Notice of Allegations**

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- The sexual harassment allegations, including sufficient detail known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- A statement that the Respondent is presumed not responsible for the alleged conduct;
- A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.



If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### **Informal Resolution**

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- Allegations;
- Informal Resolution Requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

### **Investigation**

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

#### **a. Investigation Process**

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.





The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the

### **Grievance Process**

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.





## **b. Investigation Report**

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision- Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

## **Determination of Responsibility**

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision- Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow- up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- Identification of the sexual harassment allegations;
- Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;



- iii. Site visits;
- iv. Methods used to collect evidence; and
- v. Hearings held.
- Factual findings that support the determination;
- Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- Appeal rights

### **Appeals**

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- A Procedural Irregularity That Affected The Outcome.
- New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution



process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## **Dismissal**

### **Mandatory Dismissals**

The Title IX Coordinator must dismiss a Formal Complaint if:

- The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- The Formal Complaint's allegations did not occur in the District's programs or activities; or
- The Formal Complaint's allegations did not occur in the United States.

### **Discretionary Dismissals**

The Title IX Coordinator may dismiss a Formal Complaint if:

- The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- The Respondent's enrollment or employment ends; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

### **Consolidation of Complaints**

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.



## **Remedies and Disciplinary Sanctions**

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

Offering the parties school-based counseling services, as necessary;

Providing the parties with academic support services, such as tutoring, as necessary;

Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

Moving the Complainant's or the Respondent's locker or work space; Issuing a "no contact" directive between the Complainant and Respondent;

Providing counseling memoranda with directives or recommendations;

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

Additional staff training; A climate survey; or

Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary



action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

### **False Statements**

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

### **Confidentiality**

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

### **Retaliation**

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation

against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

### **Training**

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

The definition of sexual harassment;  
The scope of the District's education programs or activities;



How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

How to serve impartially, including avoiding prejudice of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

### **Record Keeping**

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

### **Office for Civil Rights**

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights 1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for



District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.



## APPENDIX B: ANTI-BULLYING

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

### Prohibited Conduct

Bullying, including cyberbullying, by a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- substantially interfering with a student's educational opportunities, benefits, or programs;
- 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;
- having an actual and substantial detrimental effect on a student's physical or mental health; or
- causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.





## **Investigation**

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

## **Notice to Parent/Guardian**

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim and perpetrator's parent/guardian in writing.

## **Annual Reports**

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

## **Responsible School Official**

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

## **Posting/Publication of Policy**

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

## **Definitions**

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



“Telecommunications access device” means any of the following:

- any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications service provider” means any of the following:

- a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.



## APPENDIX C: PROTECTION OF PUPIL RIGHTS

### *5308 Protection of Pupil Rights*

#### **A. Surveys, Analyses, and Evaluations**

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).



## **B. Invasive Physical Examinations**

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

## **C. Collection of Student Personal Information for Marketing**

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or
4. achievement information about students; or
5. student recognition programs.

## **D. Inspection of Instructional Material**

Parents/guardians may inspect instructional material consistent with Policy 5401.

## **E. Notification of Rights and Procedures**

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;



3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);
5. and how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education 400 Maryland Avenue,  
SW Washington, DC 20202



## APPENDIX D: DIRECTORY INFORMATION AND OPT-OUT FORM

### *5309-F-2 Directory Information and Opt-Out*

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Blissfield Community Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by October 1st.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;



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j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended. The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Blissfield Community Schools *may not* disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer systems to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

### **Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

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Parent/Guardian/Eligible Student Signature

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Date



## APPENDIX E: ACCEPTABLE USE AGREEMENT

### *3116 District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

#### **Children's Internet Protection Act**

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.





8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

### **Acceptable Use Agreement**

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
  - a. use of District technology resources is a privilege that may be revoked at any time;
  - b. a user has no expectation of privacy when using District technology resources;
  - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
  - d. District technology resources may not be used to bully, harass, or intimidate others;
  - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
  - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned username and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
  - accessing other user accounts or files without authorization;
  - conducting personal business or activities;
  - accessing pornography;
  - communicating appropriately with students;
  - accessing or downloading confidential student information which the employee has no legitimate educational need to know; and



- accessing or downloading unauthorized software or programs.
- 5. A requirement that users report any material that is threatening, harassing, or bullying.
- 6. A release of all claims and liability against the District for use of District technology resources.

### **District Personnel Use**

District personnel must comply with Policies 4215 and 4216.

### **Public Access to Technology**

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

