

# Uniform Discipline Code for Student Conduct 2011 – 2012

The Grand Rapids Public Schools, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including (but not limited to), Title IV and Title VII (with amendments) of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Veterans Readjustment Act of 1974 as amended 38 USC 20-12 and the Americans With Disabilities Act of 1990. It is the policy of the school board that no person, on the basis of race, sex, height, weight, color, ethnicity, religion, national origin, age, marital status, disability, or veteran status, shall be discriminated against in employment, educational programs and activities or admission. Inquiries or complaints should be addressed to, Equal Opportunity Office, 1331 Franklin S.E., P.O. Box 117, Grand Rapids MI 49501-0117. This reaffirmation of the District's commitment to comply with applicable non-discrimination laws shall not be a contractual agreement or expand the District's liability for compliance.



**Bernard Taylor, Jr., Ed.D.**  
*Superintendent of Schools*

August 2011

Dear GRPS Families:

I would like to welcome our Grand Rapids Public Schools' families to the 2011-2012 school year. We are proud to continue to offer the largest, most comprehensive selection of educational choices for your child(ren) and we look forward to a successful and healthy year for them. Our students represent over 40 languages and bring with them a cultural diversity that enriches the programs that we are able to offer to all students.

In order to provide the best environment for learning for our students, we have established rules of conduct for all to follow. We expect all students to live up to both the rights and responsibilities that come with gaining an education. We are asking parents and guardians to review the information with their child(ren) so that everyone starts the year understanding the importance of good behavior and the consequences that come with making poor choices.

I look forward to great things from our students and our schools. Best wishes to your family and thank you for being part of Grand Rapids Public Schools.

Sincerely,

A handwritten signature in cursive script that reads "Bernard Taylor, Jr.".

Bernard Taylor, Jr., Ed.D.  
Superintendent of Schools

Our mission is to ensure that all students are educated, self-directed, and productive members of society!



Be a part of our success.  
The Grand Rapids Public Schools

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

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# INTRODUCTION

This *Uniform Discipline Code for Student Conduct* contains the rules and regulations necessary for maintaining a positive educational environment. The goal of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavior. Attainment of this goal depends on the good judgment and compassion of teachers, understanding and leadership by administrators, and the support of all Parent(s)/Guardian(s) within the community. Its success is predicated on the belief that it will be openly communicated and implemented as a cooperative effort between Parent(s)/Guardian(s), students, and staff.

In order to create a safe and orderly learning environment in our schools it is also important that we recognize it is a team effort. The team consists of Parent(s)/Guardian(s), school staff and students working together; creating relationships that will not only positively impact the school environment but improve student achievement as well. An active commitment to these suggestions contributes to each student's success in school.

Some areas where Parent(s)/Guardian(s) can demonstrate their investment in this team is to:

- Assume responsibility for your student's prompt and regular attendance.
- Provide supervision, a consistent time and a place for your student to do his/her homework.
- Talk with your student about appropriate behaviors at school and during school activities.
- Address all issues and concerns with school staff in a respectful and professional manner.
- Instill in your student respect for the rules and regulations that govern our schools.
- Be consistent in assisting the school regarding any disciplinary concerns or issues relating to your student.
- Attend all scheduled Parent(s)/Guardian(s)-teacher conferences.
- Visit the school regularly and follow school visitation procedures.
- Be an involved Parent(s)/Guardian(s) – volunteer regularly at your student's school.
- Set a good example and be a positive role model for your student.
- Complete the volunteer application.

School staff has the responsibility to:

- Provide an appropriate and stimulating learning climate.
- Address the academic, social and behavioral needs of the students.
- Inform students of school rules and regulations for academic and behavioral performance.
- Possess knowledge of and consistently enforce the rules and regulations of the District.
- Address all concerns presented by Parent(s)/Guardian(s) and students promptly and courteously without bias or prejudice.
- Treat students in a reasonable, fair, courteous and consistent manner that upholds each student's right regardless of sex, race, creed, color, ethnicity, or physical or mental disability.
- Demonstrate respect toward all students and ensure they are treated respectfully by others.
- Ensure that students are free from physical and verbal threats.
- Uphold professional ethics in relationships with students, Parent(s)/Guardian(s) and community.
- Adhere to due process procedures.

Students have a responsibility to:

- Attend school and all classes on a daily basis.
- Come to class prepared, properly dressed, and on time.
- Strive for academic achievement.
- Assist in maintaining an academic environment conducive to learning.
- Be knowledgeable of school rules and regulations and abide by them.
- Respect the rights of all students, teachers, administrators, and other school staff.
- Respect the property of all students, teachers, administrators, and other school staff.
- Avoid carrying or possessing on school property, anything which violates the law, *Uniform Discipline Code for Student Conduct* or detracts from the educational process.
- Refrain from unauthorized use of all electronic devices on school property.

Our mutual goal is student achievement! By working together we can create the positive conditions that shall contribute to that achievement.

SECTION I:  
DEFINITIONS  
GRADES K-12

## DEFINITIONS GRADES K-12

### **APPLICATION OF UNIFORM DISCIPLINE CODE FOR STUDENT CONDUCT:**

The student code of conduct outlined in this handbook applies *before, during, and after school* when students are:

1. In school buildings or are on any school premises.
2. At any school-sponsored activity, regardless of location.
3. Walking to or from school or a school-sponsored activity.
4. Traveling on school buses, other related vehicles, or any other vehicle used to transport students to and from school or a school-sponsored activity.
5. Using school telecommunications networks, accounts or any other District service.
6. Conducting themselves inappropriately and their presence may disrupt an orderly school environment and the educational process.

**ARSON, PA 250:** Arson refers to burning of a school building or burning on school grounds. Michigan Public Act 250 (passed in 1995) prohibits arson (as well as Criminal Sexual Conduct and possession of a dangerous weapon) and requires permanent expulsion from all Michigan public schools, students who commit an act of arson on any GRPS property or off-campus location during school-sponsored activities.

Per this state law, students in Grades K-5 who commit an act of arson shall be permanently expelled and shall not be reinstated before the expiration of ten (10) school days after the date of the expulsion.

Per this state law, students in Grades 6-12 who commit an act of arson shall be permanently expelled and shall not be reinstated before the expiration of one-hundred-and-eighty (180) school days after the date of expulsion.

As required by federal law, the Superintendent (or designee) may recommend an alternative discipline. Expelled students shall be advised of the process, timeline and their right to petition for reinstatement. **Also see Public Act 250 on page 13.**

**ATHLETICS AND EXTRA-CURRICULAR OPPORTUNITIES:** Also see *Off-Campus Events* on page 12 and *Athletics & Extra-Curricular Activities* on page 21.

#### **Athletics (Interscholastic – outside of a class):**

Baseball	PomPon
Basketball (boys & girls)	Soccer (boys & girls)
Bowling (boys & girls)	Softball
Cheerleading	Swimming (boys & girls)
Cross Country (boys & girls)	Tennis (boys & girls)
Football	Track (boys & girls)
Golf (boys & girls)	Volleyball
Hockey (boys & girls)	Wrestling

#### **Extra-Curricular Activities (outside of a class):**

Band	Newspaper
Class Governing Boards	Production: Dance Troupes, Pep Troupes
Debate	ROTC: Color Guard, Drill Team, Rangers, and Rifle Team
Drama: Musicals and Plays	School-Sponsored Events
Forensics	Student Council
Governing Boards	Talent Shows
Honor Society	Yearbook
Mayor's Youth Council	

**BOARD:** Board in this document refers to the *Grand Rapids Public Schools Board of Education*.

**BULLYING:** Bullying is a form of harassment and is repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyber bullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs, religion, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is subject to disciplinary action, up to and including suspension or expulsion. Bullying may include (but is not limited to) the following types of conduct:

- **Electronic:** Defaming, humiliating, harassing or intimidating other students or staff via the computer, social networking, or any other electronic device, or otherwise engaging in emotional bullying as defined here.
- **Emotional:** Shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, or ostracizing on the basis of personal characteristics such as race, ethnicity, disability, or perceived sexual orientation; manipulating friendships, initiating rumors and/or exerting coercive peer pressure.
- **Harassment:** Conduct that is sufficiently severe, persistent, or pervasive, limits a student's ability to participate in, or benefit from, an education program or activity, or the conduct creates a hostile or abusive educational environment. **Also see *Hostile Environment Harassment (Student-to-Student Harassment)* on pages 15 and 16.**
- **Physical:** Any sort of aggressive physical contact, including (but not limited to): punching, shoving, poking, choking, pulling hair, beating, biting, kicking, excessive tickling, throwing of objects or spitting.
- **Sexual:** See District definition and policy on ***Sexual Harassment* on pages 15 and 16.**
- **Verbal:** Hurtful name-calling, teasing, threatening, taunting, gossiping or spreading rumors.

**BUS CONDUCT:** Students who use transportation service provided by GRPS (including school buses and *The RAPID*) are considered to be *in school* and in an *extended classroom*. Students are therefore subject to all rules, rights and responsibilities of the *Uniform Discipline Code*, in addition to the specific rules for health and safety while on the bus. Misbehavior on a bus is distracting to driving and interferes with the safety of all students. *Acts of Misconduct*, as listed in *Level III for Grades K-5*, on page 55, and *Levels IV and V for Grades 6-12*, on pages 60 and 61 are considered as seriously disruptive and will result in maximum disciplinary action.

#### CONFERENCES:

- **Teacher-Student Conference:** Teachers shall talk to students regarding any concerns of misconduct. Students shall be informed of the expected behavior in class or on school property.
- **Teacher-Student-Parent/Guardian Conference:** Teacher-Student-Parent/Guardian Conferences shall occur in person, by mail or by telephone. All parties involved should verbally agree upon acceptable student behavior. A copy of any conference results shall be maintained. For eighteen (18) year olds or other independent students, an Administrator-Student Conference may replace the Parent/Guardian conference.
- **Teacher-Student-Parent/Guardian-Administrator Conference:** A formal conference shall be held to plan for needed corrective action, counseling, and referral to outside agencies or other appropriate action. A copy of the results shall be maintained. When a parent/guardian refuses to participate in a conference, the Principal (or designee) may proceed to impose student disciplinary action within the appropriate level of *Acts of Misconduct/Disciplinary Action*.

**Also see *Code of Conduct, Grades K-5, Level II Disciplinary Action* on page 54.**

**CONTRACT:** Contract in this document refers to an agreement between student, parent/guardian, teacher and/or principal, as written or directed by the student. **Also see *Code of Conduct, Grades K-5, Level II Disciplinary Action* on page 54.**

**CORPORAL PUNISHMENT:** Corporal punishment is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” Corporal punishment is not permitted in Grand Rapids Public Schools.

**CORRECTIVE PLAN:** Corrective Plan in this document refers to a plan of corrective action written by or for the student and approved by the teacher and/or principal. **Also see *Code of Conduct, Grades K-5, Level II Disciplinary Action* on page 54.**

**CRIMINAL SEXUAL CONDUCT, PA 250:** Criminal Sexual Conduct refers to sexual assault in the *First, Second, Third* or *Fourth Degree* and carries felony or misdemeanor charges. Michigan Public Act 250 (passed in 1995) prohibits Criminal Sexual Conduct (as well as arson and possession of a dangerous weapon) and requires permanent expulsion from all Michigan public schools, of students who commit such an act on any GRPS property or off-campus location during school-sponsored events.

Michigan law defines *Criminal Sexual Conduct* in the following manner:

- **First Degree: Sexual penetration with another person and any of the following:**
  - Victim is under the age of thirteen (13).
  - Victim is ages thirteen to fifteen (13-15), a member of the same household, related by blood or marriage, or perpetrator is in a position of authority and uses authority to coerce victim.
  - Perpetrator is involved in committing another felony.

- Perpetrator is aided or abetted by one (1) or more other persons and either knows, or has reason to know that victim is mentally incapable, mentally incapacitated or physically helpless; or uses force or coercion.
  - Perpetrator is armed with a weapon, or any article used or fashioned in a manner to lead victim to reasonably believe it is a weapon.
  - Perpetrator causes personal injury and uses force or coercion, including (but not limited to) actual application of physical force or violence; threat to use force or violence; or threat to retaliate in the future against victim or any other person.
  - Perpetrator causes personal injury to victim and knows, or has reason to know victim is mentally incapable, mentally incapacitated or physically helpless.
  - Victim is mentally incapable, mentally disabled, mentally incapacitated or physically helpless and related by blood or marriage; or perpetrator is in a position of authority and uses authority to coerce victim.
- **Second Degree: Sexual contact (intentional touching of intimate parts or the clothing covering intimate parts) and any one (1) of the circumstances listed for First Degree.**
  - **Third Degree: Sexual penetration with another person and any one (1) of the following:**
    - Victim is ages thirteen to fifteen (13-15).
    - Victim is related by blood or marriage.
    - Perpetrator uses force or coercion.
    - Perpetrator knows, or has reason to know that victim is mentally incapable, mentally incapacitated or physically helpless.
  - **Fourth Degree: Sexual contact and any one (1) of the following:**
    - Victim is ages thirteen to fifteen (13-15) and perpetrator is five (5) or more years older.
    - Victim is related by blood or marriage.
    - Perpetrator uses force or coercion, including (but not limited to) actual application of physical force or violence; threat to use force or violence; threat to retaliate in the future against victim or any other person; use of concealment or element of surprise.
    - Perpetrator knows, or has reason to know that victim is mentally incapable, mentally incapacitated or physically helpless.

Per this state law, students in Grades K-5 who commit an act of Criminal Sexual Conduct shall be permanently expelled and shall not be reinstated before the expiration of ten (10) school days after the date of the expulsion.

Per this state law, students in Grades 6-12 who commit an act of Criminal Sexual Conduct shall be permanently expelled and shall not be reinstated before the expiration of one-hundred-and-eighty (180) school days after the date of expulsion.

As required by federal law, the Superintendent (or designee) may recommend an alternative discipline. Expelled students shall be advised of the process, timeline and their right to petition for reinstatement. Note: The Grand Rapids Public Schools shall follow state guidelines as it relates to charges of Criminal Sexual Conduct and student interviews by *Children's Protective Services/Department of Human Services*. **Also see Public Act 250 on page 13.**

**DANGEROUS WEAPON, PA 250:** A *dangerous weapon* is defined by state and federal law as: a firearm, gun, shotgun, revolver, handgun, pistol, dagger, dirk (a dagger of the Scottish Highlands), stiletto, knife with a blade **greater than** three (3) inches in length (end of blade to handle), pocket knife opened by mechanical device, taser, iron bar, brass knuckles, device designed to convert to a form of incendiary explosive, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter (1/4) ounce, or mine.

Michigan Public Act 250 (passed in 1995) prohibits dangerous weapons (as well as arson and Criminal Sexual Conduct) and requires the mandatory expulsion from all Michigan public schools, of students found to be in possession of a dangerous weapon on any GRPS property or off-campus location during school-sponsored activities.

Per this state law, students in Grades K-5 who possess a firearm, or threaten another person with a dangerous weapon, shall be permanently expelled and shall not be reinstated before the expiration of ninety (90) schools days after the date of expulsion.

Per this state law, students in Grades 6-12 who violate any part of Public Act 250, shall be permanently expelled and shall not be reinstated before the expiration of one-hundred-and-eighty (180) school days after the date of expulsion.

As required by federal law, the Superintendent (or designee) may recommend an alternative discipline. Expelled students shall be advised of the process, timeline and their right to petition for reinstatement. **Also see Public Act 250 on page 13.**

A student found to be in possession of a dangerous weapon shall be given an opportunity to provide clear and convincing evidence of at least one (1) of the following:

1. Student did not possess the object for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. Student did not know that he/she was in possession of the weapon.
3. Student did not know or have reason to know that the object was a dangerous weapon.
4. Student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school administrators or police authorities.

**DISTRICT:** District in this document refers to the *Grand Rapids Public School District*.

**DRESS CODE:** All students shall wear clothing that is appropriate for the weather and school activities while attending school or school-sponsored events. Shoes or other appropriate footwear shall be worn at all times. Clothing shall be neat, clean, comfortable, conducive to learning, and not interfere with a student's ability to see, hear, or restrict movement or interfere with learning. Clothing shall appropriately cover a student's body, and each building administrator reserves the right to send students home to change clothing or attire if it is not appropriate for school. Students may be required to go outside for various reasons including recess during the school day, and should also have access to attire appropriate to the weather.

Each building administrator may develop a more specific dress code that prohibits clothing or attire that:

1. Interferes with a student's ability to learn or engage in school activities or is disruptive to the educational environment.
2. Interferes with the general health, safety or welfare of the school community (students, Parent(s)/Guardian(s), staff, and school visitors).
3. Presents a hazard to the student or others (students, Parent(s)/Guardian(s), staff and school visitors).
4. Interferes with schoolwork or creates disorder.
5. Is vulgar or obscene, promotes unlawful activities, or is clearly associated with gang activities and is disruptive to the educational process, such as gang colors. Buildings that prohibit clothing or attire based on gang activity or rock groups shall maintain a list of prohibited clothing or attire and shall demonstrate that such clothing or attire has been or is reasonably likely to be, disruptive.
6. Includes shirts or any other attire that depicts language in reference to substance use or in reference to any individual that has passed (such as Rest in Peace, RIP and so on).
7. Includes pants that sag.
8. Causes excessive wear or damage to school property or the property of others in the school community.

Any parent/guardian or student that has a question about proper clothing or attire for school is directed to contact their building administrator.

**DUE PROCESS RIGHTS:** School administrators are charged with maintaining an atmosphere in each school building, which is good for learning. Sometimes it becomes necessary to suspend individual students from school who disrupt the learning atmosphere. When suspending or expelling any student, administrators shall guarantee that each student has certain due process rights. Information regarding these rights is provided to the student at the time of disciplinary action. **Also see Due Process on pages 30 through 32.**

**ELECTRONIC DEVICES:** Electronic devices, such as cell phones, iPods, camera cell phones, tape or CD players, video games, laser pointers, BlackBerrys, radios, pagers/beepers, Walkie Talkies (long/short range), portable CB radios, portable "HAM" radios, portable police scanning devices, (and so on) and their earphone attachments are not permitted to be used in the classroom, unless for instructional purposes, during the school day. If seen or heard in a classroom or instructional setting, these devices will be confiscated and the consequences may include, but are not limited to:

- Not being able to retrieve the device from an administrator until the end of the school day.
- The student's Parent(s)/Guardian(s) may have to pick up the device from the Department of Public Safety at District Administrative Offices.
- The device may be confiscated until the end of the school year.
- A meeting with the student, Parent(s)/Guardian(s), and administrator.
- The student being placed on Social Probation such as loss of participation in extra-curricular activities and/or school sponsored events.

The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing in any location is also prohibited. **Note:** At the discretion of building administrators, certain electronic devices may be allowed. **Also see *Electronic Device Policy* on page 33.**

**EXPULSION:** The term expulsion refers to the removal of a student from school as mandated by state law. In the case of an expulsion, a student may only be readmitted to the District through formal action of the District or as permitted by state law. **For mandatory expulsion, also see *Public Acts/State Laws* on page 13.**

**GRE:** GRE is an acronym, which refers to the *Grand Rapids Education Association*, otherwise known as the teacher's union.

**Harassment:** Conduct that is sufficiently severe, persistent, or pervasive, limits a student's ability to participate in, or benefit from, an education program or activity, or the conduct creates a hostile or abusive educational environment. **Also see *Hostile Environment Harassment (Student-to-Student Harassment)* on pages 15 and 16.**

**HOMEBOUND INSTRUCTION:** Homebound instruction may be provided for students who have a medical injury or illness, which requires the student to be confined to home and unable to attend school. This service is provided when a student has been absent from school for five (5) school days and it has been determined by a physician that absence will continue for at least ten (10) school days. It is the parent/guardian's responsibility to request homebound instruction. Students shall be provided two (2) non-consecutive class periods of instruction per week.

**LAW ENFORCEMENT UNIT:** The Grand Rapids Public School's Department of Public Safety is designated as the **official law enforcement unit** of the District.

**LOOK-ALIKE WEAPON:** A look-alike weapon is defined as any item, device or object that is:

1. Designed for other purposes but resembles an actual weapon.
2. Designed for other purposes but is used as a weapon.
3. Used in such a way as to lead a person to believe that the item is an actual weapon.

**Look-alike weapons include** (but are not limited to): a belt, comb, pencil, file, a pair of scissors, smoke bomb, air soft gun and BB gun. When a look-alike weapon is used to commit an actual crime or violate school policy, the item, device or object may be considered as an actual weapon.

**OCR:** OCR is an acronym, which refers to the *Office of Civil Rights*. Ms. Fredericka Williams is the District Civil Rights Compliance Officer. **Also see *Civil Rights Complaint Procedures* on page 25.**

**OFF-CAMPUS EVENTS:** Students at school-sponsored, off-campus events and activities shall be governed by District rules and regulations and are subject to the authority of School Officials. Any conduct that adversely affects the school climate and has a direct and immediate adverse effect on the discipline or general welfare of the school, and/or its students is prohibited, on as well as off-school property. Failure to obey the rules and regulations or failure to obey the lawful instructions of School Officials shall result in loss of eligibility to attend school-sponsored, off-campus events or activities and may result in suspension and/or other disciplinary measures as outlined in the *Uniform Discipline Code*.

**PHYSICAL ASSAULT, PA 104 AND PA 451:** Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence. This includes the use of an incendiary device to cause harm or injury, such as a thrown firecracker and so on. Michigan Public Act 104 (passed in 1999) prohibits physical assault of a *District employee, volunteer, or contractor*; and Michigan Public Act 451 (passed in 1976) prohibits physical assault of *another student*.

Per this state law, students in Grades K-12 who physically assault a *District employee, volunteer, or contractor* at school, on school grounds, or at a school-sponsored event, shall be permanently expelled.

Per this state law, students in Grades 6-12 who physically assault *another student* on any GRPS property, while traveling to or from school, or on any off-campus location during school-sponsored activities shall be suspended or expelled for up to one-hundred-and-eighty (180) school days.

Per federal law, the Superintendent (or designee) may recommend an alternative discipline. Expelled student shall be advised of the process, timeline and their right to petition for reinstatement. **Also see *Public Act 104* and *Public Act 451* on page 13.**

**POLICE ARREST:** When a complaint is filed with the police, the building administrator, or Executive Director of Public Safety (or designee) shall swear out the complaint if student arrest is warranted.

### **POLICE CONTACT WITH STUDENTS:**

- **Immediate Parent/Guardian Notification if student is a suspect:** If a student is a *suspect* in a crime committed either on or off-campus and it is necessary to involve the police, the parent/guardian shall be contacted *before* any questioning occurs. However, administrators are *not* required to wait until the *arrival* of the parent/guardian before allowing the questioning of the student.
- **If a student is arrested** on school grounds, building administrators (or designees) shall make contact with the parent/guardian of the arrested student, *after* the police have removed the student from the building. A student arrested by the police from a school building and later released by the police may return to the building for the remainder of the day at the discretion of building administrators (or designees).
- **Prompt Parent/Guardian Notification if student is a victim, witness or complainant:** A police officer may interview a student if the student is a *victim, witness or complainant* of a crime committed at school (on school premises, in a school vehicle or at school-sponsored activities). School Officials shall promptly notify the parent/guardian before, or at the time of, the interview by law enforcement. If unable to reach the parent/guardian before or during the law enforcement interview, notice should be given as soon as practicable, in most cases, not later than the end of the school day in which the interview occurs.

**POLICE NOTIFICATION:** The results of a school-related investigation including any and all written reports, statements and video recordings taken by a School Official may be shared with the local police if it is determined that a criminal violation has occurred or to aid in a criminal investigation. A GRPS Public Safety Officer, following any incident of student misconduct, completes an Incident Report. The report is filed with the Grand Rapids Police Department (GRPD) and maintained by the District. Building administrators have the discretion to sign a complaint for offenses that do not warrant arrest. In the event that police must be contacted, Board of Education Policy 8130 & 8140 is followed.

Michigan schools are mandated to report twenty-two (22) categories of student misconduct to appropriate law enforcement agencies as follows:

- Armed Student or Hostage
- Suspected Armed Student
- Arson
- Bomb Threat
- Bomb Threat Call Checklist
- Bus Incident and Bus Accident
- Death or Homicide
- Drive-by-Shooting
- Drug Possession or Sale
- Drug Use or Overdose
- Explosion
- Intruder
- Larceny (theft)
- Minor in Possession of Alcohol or Tobacco products
- Physical Assault
- Robbery or Extortion
- Sexual Assault (Criminal Sexual Conduct)
- Suicide Attempt
- Suicide Threat
- Unauthorized Removal of Student
- Vandalism or Destruction of Property
- Weapon on School Property

### **PUBLIC ACTS/STATE LAWS:**

- **Public Act 103, Snap Suspension:** In accordance with this state law, students may be suspended from a subject, class, or activity for up to one (1) full class period. **Also see *Suspensions* on pages 17 and 18.**
- **Public Act 104, Physical and Verbal Assault of Staff:** In accordance with this state law, students in Grades K-12 who *physically assault school personnel* shall be expelled permanently; or who *verbally assault school personnel* shall be subject to expulsion for up to one-hundred-and-eighty (180) school days. **Also see *Physical Assault* on page 12 and *Verbal Assault* on page 18.**
- **Public Act 104, Verbal Threat against School:** In accordance with this state law, students in Grades 6-12 who make a *bomb threat* or *similar threat* directed against a school building, school property or a school-related event shall be subject to expulsion for up to one-hundred-and-eighty (180) school days. **Also see *Verbal Assault* on page 18.**
- **Public Act 250, Weapons, Arson, or Criminal Sexual Conduct:** In accordance with this state law, students who violate PA 250, in the form of possession of a dangerous weapon, committing arson, or Criminal Sexual Conduct, shall be expelled permanently. Students in Grades K-5 who possess a firearm, or threaten another person with a dangerous weapon, shall be permanently expelled for at least ninety (90) school days. Students in Grades 6-12 who violate any part of PA 250 shall be expelled permanently. As required by federal law, the Superintendent (or designee) may recommend an alternative discipline. **Also see *Arson* on page 8, *Criminal Sexual Conduct* on pages 9 and 10, and *Dangerous Weapon* on pages 10 and 11.**
- **Public Act 451, Physical Assault of Student:** In accordance with this state law, students in Grades 6-12 who physically assault *another student* shall be subject to expulsion for up to one-hundred-and-eighty (180) school days. **Also see *Physical Assault* on page 12.**

**REFERRAL OF EXPELLED STUDENTS:** Per state mandate, within three (3) days after a student is expelled the District shall notify the appropriate county department of social services or county community mental health agency. Eighteen (18) year olds, emancipated minors or a minor student's parent/guardian, shall be notified of the referral.

**REINSTATEMENT:** Students placed on long-term suspension or expelled (for more than ten (10) school days) from any public school in Michigan for reasons described in this policy shall not be enrolled in any Grand Rapids Public School unless the student is eligible to return to school and the District approves. **Also see *Reinstatement of Suspended and Expelled Students* on pages 47 and 48.**

**RETENTION:** The term retention, in regards to school, refers to repeating an academic year of school. Retention in school is also called grade retention, being held back, or repeating a grade. **Also see *Retention* on page 41.**

**RESPONSE to INTERVENTION (Rtl) / POSITIVE BEHAVIOR PROGRAM:** Students in grades 9-12 who are recommended for long-term suspension for Board of Education violations of the *Uniform Discipline Code* may be provided an alternative to out-of-school/program suspension. These students attend the Rtl/Positive Behavior Program on a daily basis. They are provided academic instruction, which allows for continued opportunity to earn credits in the core subject areas. Behavior(s) that led to the recommended suspension are also specifically addressed and students may be asked to participate in support services such as counseling, community service and so on. Services are tailored to each student's needs to help ensure appropriate conduct upon the student's return to the base school.

**RESTORATIVE JUSTICE CONFERENCE:** A facilitated conference may be offered by GRPS as an alternative to a student discipline hearing following certain incidents of student misconduct. Conference participants include: Facilitator, offending student, his/her parent/guardian(s) and possible support persons, victim(s), his/her parent/guardian(s) and possible support persons and school administrators. The group comes together to talk through the incident, express feelings and develop conditions which the offender is then held accountable. An opportunity is provided for students and staff to reconcile and repair the harm caused by the incident. Out-of-school/program suspension time for the particular offense is lessened while collaboration and reintegration is promoted. Conferences may be scheduled in the place of discipline hearings only when the following criterion has been met:

1. Student offense is a Board of Education violation and not a state law violation.
2. Offending student has admitted guilt and taken full responsibility for the offense.
3. Offender, victim(s) and all respective Parent(s)/Guardian(s) have given informed consent.
4. School administrators have granted permission for the option.

**RIGHT TO APPEAL:** Eighteen (18) year olds or other independent students, or a minor student's parent/guardian, have the right to appeal certain suspension and expulsion decisions:

- **Out-of-School/Program Suspension, 1-5 School Days:**  
Decision of the Principal (or designee) is final and may not be appealed.
- **Out-of-School/Program Suspension, 6-10 School Days:**  
Decision may be appealed. The aggrieved student or parent/guardian may request an administrative review of the suspension. The request must be made within three (3) school days of the decision and is to be directed to the appropriate administrator, as follows:
  1. To the Principal for the suspension decision of an Assistant Principal or Dean of Student Accountability.
  2. To the *Director of Student Services* for the suspension decision of a Principal.
- **Out-of-School/Program Suspension/Expulsion: More than 10 School Days:**  
Decisions of the Hearing Officer may be appealed depending on the length of the suspension or expulsion. Appeal rights will be described in writing when a long-term suspension or expulsion is issued.  
**Also see *Due Process Rights* on page 11, and *Due Process* on pages 31 through 33.**

**SCHOOL OFFICIAL:** A School Official is limited to only those persons as defined by the *Family Educational Rights and Privacy Acts (FERPA)*. **For detailed information and definitions of School Official see *Family Educational Rights and Privacy Acts (FERPA) Notice of Rights for Elementary and Secondary Students of the GRPS*, on pages 36 and 37.**

**SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS):** Positive Behavioral Interventions and Supports is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behaviors, development of pro-social skills, and the use of data-based problem-solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. In effect, by teaching and encouraging positive student behavior (i.e. implementing PBIS), the "noise" of common but constant disruption that interrupts instruction and affects achievement is reduced.

**SEARCHES:** At all times the District reserves the right to conduct random searches of student desks, lockers and automobiles on District property or at District-sponsored events. These searches may be conducted without notice and without individualized suspicion. A student's failure to cooperate or permit searches and seizures by the District is subject to disciplinary action at the school or District's discretion.

- **Automobile Inspections:** Student vehicles on school property may be inspected or searched by building administrators or security personnel when there is reasonable suspicion to justify a search. Any student who refuses to permit the search of a vehicle on school property shall forfeit the right to park on school property, without further hearing or appeal. Students may also be disciplined or expelled for denying access when there is reasonable suspicion.
- **Breath Test:** The District may authorize the use of a portable Breathalyzer when there is reasonable suspicion or belief that a student is under the influence of alcohol. The District also reserves the right to utilize such a device at any school-sponsored event, either on or off-campus. Failure to submit to a request to be tested may result in disciplinary action.

***Police will be notified of students who appear to be under the influence of alcohol or drugs. A parent/ guardian will be contacted immediately and must pick-up the student from school and/or school-sponsored event.***

- **Canine and Other Searches:** The District may use trained canines and other detection equipment to search for contraband, illegal or unauthorized drugs, alcohol or weapons. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by School Officials.
- **Desk and Storage Area Searches:** A desk or other storage area provided by the District for student use, as well as the contents, may be searched by administrators or security personnel when there is reasonable suspicion for a search. Students may be disciplined or expelled for interfering with a search.
- **Locker Searches:** Student lockers are school property and remain at all times under the control of the District. Students are expected to assume full responsibility for the security of their lockers and their contents. A Principal (or designee) (or designee) may search a student's locker and contents at any time with or without notice, without student consent and without a search warrant. In the course of a search, the student's privacy rights shall be respected regarding any item that is not illegal or against school policy. However, the school may search such items if there is reasonable individualized suspicion that the item contains other items, which violate Board policy or applicable law. If a student interferes with a search, the student may be disciplined or expelled. A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and contents at the request of a Principal (or designee) (or designee), provided the search is conducted in accordance with District policy. Pursuant to Public Act 87, any evidence obtained as a result of a search of a student's locker or contents shall not be inadmissible in any court or administrative proceeding, including (but not limited to) any disciplinary hearing pursuant to the *Uniform Discipline Code* because the search violated PA 87, or District policy adopted pursuant to PA 87.
- **Metal Detectors:** The District reserves the right to use walk-through or hand-held metal detectors with students on a random, unannounced basis. Failure to submit to a sweep may result in disciplinary action.
- **Personal Search of Student:** A student's personal effects (purse, book bag, athletic bag, backpack and so on) may be searched whenever a School Official has reasonable suspicion that a student is in possession of illegal or unauthorized material or evidence in violation of the *Uniform Discipline Code*. If a search yields illegal or contraband materials the District shall notify police as appropriate. **Also see *Police Notification* on page 13.**
- **Video or Other Cameras:** The District reserves the right to videotape student activities and behavior on buses and in common areas within school buildings, with or without specific advance notice. **Also see *School Surveillance* on page 49.**

**SEXUAL HARASSMENT:** Sexual harassment is defined as making sexual advances, engaging in improper physical contact or unwanted physical contact of a sexual nature, making improper, offensive or unwanted sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all District employees are expected to conduct themselves with respect for the dignity of others.

Sexual harassment of students by other students, by employees or Board members of GRPS is prohibited and is contrary to the commitment of the Board to provide a stable learning environment. GRPS will not tolerate any sexual harassment of students. Sexual harassment of a District employee, volunteer or contractor by any student at school or at a school-sponsored event is also prohibited. It is the policy of the District that all contact between students, teachers and other adult employees of the District is in keeping with respect for the individual, professional and conducive to creating a stable learning environment.

**Hostile Environment Harassment (Student-to-Student Harassment):** The *Office of Civil Rights (OCR)* has found that a form of harassment known as *Hostile Environment Harassment* exists where conduct that is sufficiently severe, persistent

or pervasive, limits a student's ability to participate in, or benefit from, an education program or activity, or the conduct creates a hostile or abusive educational environment.

OCR has identified a number of factors that must be taken into consideration in determining the existence of severe *persistent or pervasive conduct*. These include the:

- Degree to which the conduct affected one (1) or more students.
- Observable impact on students.
- Impact on other students.
- Type, frequency and duration of the conduct.
- Identity of, and relationship between, the harasser and the target.
- Number of harassers.
- Relative ages of the harassers and the target.
- Size of the school and the location of the incident.
- Other factors, including non-sexual incidents.

OCR has said that a school is liable for sexual harassment when:

- A hostile environment exists.
- The school knows or should have known.
- The school fails to take immediate and appropriate action.

**Complaint Procedures:** If a student has concerns about the nature of any conduct or physical contact by an employee of the District or by another student:

1. The student should immediately report this concern to their Principal (or designee) or to the OCR; and the District encourages students to discuss this concern with their parent/guardian.
2. All such reports shall be investigated by the District.
3. All such reports shall be handled as discreetly as possible to maintain confidentiality in order to avoid embarrassment and protect the student making the report. However, it should be understood that the District is required by law to report suspected child abuse to the *Department of Human Services* (DHS).
4. A copy of this policy shall be made available to all students in the District.
5. Complaint Procedures shall be reviewed and distributed annually.

**Also see *Civil Rights Complaint Procedures* on page 25.**

**SPECIAL EDUCATION/SECTION 504:** Students who have, or are suspected of having, a physical or mental impairment that substantially limits a major life activity may be eligible for special education services.

Parent(s)/Guardian(s) who suspect that their student may have a disability should put their concerns in writing to their Principal (or designee). **Also see *Special Education and Section 504 Policies* on page 50.**

**SPECIAL EDUCATION/SECTION 504 STUDENT DISCIPLINE:** In the case of students with special education needs, or students with Section 504 accommodations, recommended for long-term suspension or expulsion (for more than ten (10) school days), an *Individualized Education Planning Team* (IEPT) or other building team may be convened to conduct a manifestation determination. The manifestation determination must be held within ten (10) school days of the first day of suspension. **Also see *Due Process item 7, Procedures Applicable to Special Education and Section 504 Students* on pages 32.**

**STAFF INTERVENTION:** Staff Intervention may be done by any staff member in consultation with their Principal (or designee) where it is believed intervention is appropriate. This may include (but is not limited to):

1. Referral to a counselor, social worker, school psychologist, Student Study Team, student assistance worker, social agency, police department, GRPS Public Safety, Kent County Department of Human Services, Kent County Prosecutor's Office or Kent County Juvenile Court/Crisis Intervention Program.
2. Confiscation of inappropriate personal property (cell phones, tape recorders, pagers and so on). Students shall be informed that the property impounded may or may not be returned to the student or parent/guardian.
3. Restitution for school property which has been damaged by the student.
4. Referral to an IEPT to review the educational program of a student with special education needs.
5. Referral to a building Support Team for possible Section 504 Review.

**STATE LAWS:** Michigan law mandates student expulsion from all Michigan public schools for certain acts of student misconduct. **See *Public Acts/State Laws* on page 13.**

**STUDENT ACCOMMODATIONS/SECTION 504 POLICY:** Students who have, or are suspected of having, a physical or mental impairment that substantially limits one (1) or more major life activities and who may need accommodations and/or services under Section 504 should be referred for a *504 Evaluation*. This referral may be initiated by a parent/guardian, teacher or other certified school employee. **Also see *Special Education and Section 504 Policies* on page 50.**

**STUDENT ATHLETES:** Student athletes who violate the *Uniform Discipline Code* may also be subject to discipline under the Student Athletic Code of Conduct available from the Athletic Department. **Also see *Athletics and Extra-Curricular Opportunities* on page 21.**

**STUDENT RECORD:** In accordance with Public Act 104 and Public Act 250, the District shall enter the fact of an expulsion in the cumulative record of a student who is expelled for physical assault and verbal assault of staff, verbal threat against a school, arson, Criminal Sexual Conduct and possession of a dangerous weapon.

**SUSPENDED/EXPELLED STUDENTS ON SCHOOL PROPERTY:** A suspended or expelled student shall not attend driver's training or participate in any athletic event (weight training, team practice, and so on) or any other activity that takes place on school property whether it is, or is not, sponsored by the Grand Rapids Public Schools. *Any student found to be present on any Grand Rapids Public School property during any period of suspension or expulsion shall be subject to arrest for trespassing.*

### **SUSPENSIONS:**

- **In-School Suspension:** A Time-Out Center, or other in-school program, provides an alternative to out-of-school suspension for students who might ordinarily be suspended from school, or for those who are experiencing behavioral difficulties in one (1) or more classes. All privileges are suspended; no classes are attended. Students are placed in a room designed for corrective purposes and are supervised while completing assignments. They receive full credit for assignments completed, including tests and exams. **Also see *Response to Intervention (Rtl) / Positive Behavior Program* page 14.**
- **Long-Term Suspension:** This refers to an out-of-school/program suspension for more than ten (10) school days. Suspension of more than ten (10) consecutive school days shall follow the procedures described in Board policy. Suspension of students with special education needs or Section 504 accommodations, are subject to the applicable statutory procedures mandated by federal law.
- **Out-of-School/Program Suspension:** When applicable, a student may be suspended out-of-school/ program until such time a conference can be initiated between the Principal (or designee), the student, and the parent/guardian of a minor student, and other professional resource personnel where warranted. In this case, a student may be suspended from school/program for one (1) hour up to a maximum of ten (10) school days.  
In the event of student misconduct a student may be placed on out-of-school/program suspension for up to ten (10) school days for any act of misconduct. The length of the suspension is determined by building administrators and is dependent on the severity of the misconduct. A student suspended from school is not allowed to attend school or any school activity or school-sponsored activity for the period of the suspension. *Students may be considered as trespassing and subject to arrest if present on any school property during the period of suspension.*  
In the event a student is suspended from his/her base school and is involved in the *Kent Career/Technical Center (KC/TC)* or similar program, the Principal (or designee) shall determine, based upon the seriousness of the infraction, whether the student should continue in KC/TC, or similar programs, during the period of suspension. If students commit a *Level I, II, or III* infraction, the Principal (or designee) may elect to have students continue in KC/TC or similar programs. For *Level IV and V* infractions, students shall be suspended from all school programs, including KC/TC.
- **Short-Term Suspension:** This refers to an out-of-school/program suspension of ten (10) school days or less. A student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond.
- **Snap Suspension, PA 103:** Classroom teachers may suspend a student from the teacher's subject, class, or activity for up to one (1) full day of that particular class period for the following acts of misconduct:
  1. Physical aggression towards self, or others, which in the reasonable judgment of the teacher creates an unsafe classroom environment.
  2. Profane or vulgar comments (oral or written) toward classroom teachers, other District employees, or students, during class time or a school-sponsored activity.
  3. Inappropriate physical contact of a sexual nature during class time or during a school-sponsored activity.
  4. Possession of a weapon or dangerous weapon.

When a teacher suspends a student pursuant to this act, the teacher shall immediately notify the Principal (or

designee) and send the student to the Principal with a written statement of the reason for the suspension. The teacher shall be responsible for appropriate supervision of the student while in route to the principal. The Principal shall determine if the student is permitted to attend extra-curricular activities, if any, or classes taught by other teachers, or recommend additional days of suspension. A parent-teacher conference shall follow the suspension as soon as possible and may include a school counselor, school psychologist, or school social worker. The Principal (or designee) shall attend at the request of the teacher or parent/guardian or when the Principal deems it appropriate. A student may return that school day to the class, subject, or activity from which suspended, with the approval of the teacher and the principal. Teachers may continue to remove students from class pursuant to the applicable provisions of the Master Agreement between the Board and the GREA, except where prohibited by state law. **Also see Public Act 103 on page 13.**

- **Temporary Suspension:** When an incident occurs that is in violation of the *Uniform Discipline Code* and information is still being gathered to determine who may have committed the offense; a student may be placed on temporary suspension. The student shall remain on temporary suspension until such time as building administrators or the Executive Director of Public Safety (or designee) has conducted an initial investigation to determine whether or not additional investigation is warranted. While on temporary suspension, schoolwork shall be provided to the student. If as a result of the preliminary investigation the student is not charged with a violation, the student may return to school and all days of absence shall be counted as *excused*. If on the other hand, the investigation results in charges of misconduct the days of temporary suspension shall remain as days of suspension on the student's attendance record.

**TEACHER:** Teacher in this document is generally defined as the person in charge of, directing, supervising, or instructing a student activity; observing misbehavior and/or initiating disciplinary action.

**TIME-OUT:** Refers to a designated supervised place, where students can continue the educational process and spend time as a consequence for their actions. This allows them time to reflect and evaluate their decisions, find positive alternatives to their behavior, and remain in school. **Also see *Response to Intervention (RtI)/Positive Behavior Program* on page 14 and *In-School Suspension* on page 17.**

**TTY USERS:** Persons who are hard of hearing and would like to telephone the District may call *Michigan Relay Service* for assistance at **1-800-649-3777**.

**UNIFORM DISCIPLINE CODE:** *Uniform Discipline Code* refers to the Grand Rapids Public Schools *Uniform Discipline Code for Student Conduct* as outlined in this handbook.

**VERBAL ASSAULT, PA 104:** Verbal assault is defined as:

1. Making a bomb threat or similar threat directed against a school building, school property, or a school-related event.
2. Making a verbal threat of serious bodily injury directly to or at a District employee, volunteer, or contractor, which threat creates a well-founded apprehension that the student has the apparent ability and means to immediately, or in the immediate future, inflict serious bodily injury on the District employee, volunteer, or contractor if the student is not prevented from doing so.

Michigan Public Act 104 (passed in 1999) prohibits verbal threat against a school and verbal threat/assault of staff. Students in Grades 6-12 who make a verbal threat against a school; or commit an act of verbal threat/assault against a District employee, volunteer or contractor on any GRPS property or off-campus location during school-sponsored events, shall be subject to expulsion for up to one-hundred-and-eighty (180) school days. These students shall be advised of the process, timelines and their right to request reinstatement. **Also see *Public Act 104* on page 13.**

**WALKERS:** Students who walk to and from school are expected to observe school rules and demonstrate appropriate behavior. Therefore, the consequences for *Acts of Misconduct* and *Disciplinary Action* outlined in the *Uniform Discipline Code* shall be consistently enforced.

**WEAPONS VIOLATION:** The Grand Rapids Public Schools prohibits the possession of any type of weapon or look-alike weapon on school property or at any school-sponsored event. All weapons are prohibited in addition to the *dangerous weapons* defined by state and federal law in Public Act 250 (page 13). Disciplinary action shall be taken should a student possess or use any type of weapon or look-alike weapon including (but not limited to): knife with a blade three (3) inches or less in length (end of blade to handle), box cutter, straight-edge razor, pepper spray, chemical mace, OC spray, air soft gun, or bb gun.

**ZERO TOLERANCE LAWS:** The Grand Rapids Public Schools complies with *Zero Tolerance Laws* regarding dangerous weapons and other unsafe and severe disruptive student behavior. Under state law, students may be *permanently* expelled from Grand Rapids Public Schools and all Michigan public schools. **Also see *Expulsion* on page 12 and *Public Acts/State Laws* on page 13.**

# NOTES:

SECTION 2:

POLICIES AND PROCEDURES  
GRADES K-12

## POLICIES AND PROCEDURES GRADES K-12

### ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

**ATHLETICS:** Athletics is an integral part of the educational process in the Grand Rapids Public Schools. Our three (3) traditional high schools, along with forty-seven (47) other western Michigan high schools, comprise the large and prestigious *Ottawa – Kent (OK) Conference*. The schools are assigned as follows:

- Creston High School – *OK White*
- Ottawa Hills High School – *OK Gold*
- Union High School – *OK Black*

Twenty-five (25) interscholastic boys and girls sports teams are also offered to GRPS students.

**EXTRA-CURRICULAR ACTIVITIES:** Extra-curricular activities add to a student's school experience and expands student learning. An extra-curricular activity is defined as a school-sponsored activity (such as debate, student council or yearbook) or event (such as a competition, festival, production or show) for which students do not receive a classroom grade. Graduation requirement activities are also considered to be extra-curricular.

Students who attend Centers of Innovation such as City High/Middle, Central Health, Science, and Technology (HST), Grand Rapids Preparatory Academy (GRUPA), and Montessori are eligible to participate in athletics or extra-curricular activities at their base high school where standard eligibility requirements apply. Students who attend Student Success Centers (Southeast Career Pathways, or STRIVE) are not immediately or automatically eligible to participate in athletics at their base high school. Specific eligibility requirements apply (please see the High School Athletic Director for more eligibility requirements information). Students who attend Credit Recovery Programs may be eligible to participate in some/limited extra-curricular activities at their base high school. Attendance and participation in extra-curricular activities is determined by administration.

**2.0 GRADE POINT AVERAGE:** A commitment to academic and athletic excellence is demonstrated by the 2.0 Grade Point Average (GPA) that was adopted by the Board in 1985. Students who wish to participate in athletics or any extra-curricular activity must attain a 2.0 GPA for the marking period prior to the sports season or activity. If a student does not meet this requirement, but their GPA is at least a 1.5, the student is granted a four (4) week grace period to become eligible. During this grace period, the student's parent/guardian is notified and the student must maintain a school attendance record of eighty-five percent (85%) or better, demonstrate positive study habits, participate in after-school tutoring and academic support programs, and not have any negative behavior referrals. If these requirements are met, the student is allowed to participate in the sport or activity.

Grade Point Averages (GPA's) are computed using all classes in which a student is enrolled as follows:

1. Students entering ninth grade are scholastically eligible.
2. Participants in athletics and extra-curricular activities listed on page 8 under *Athletics* (Interscholastic) and *Extra Curricular Opportunities* must pass two (2) credits the previous semester and must pass four (4) classes each week during the semester of participation.
3. Summer school credits shall be averaged with the last semester grades of the previous year to determine eligibility.
4. Early college grades shall also be computed as part of the GPA.
5. Physical Education shall be counted only once.
6. A withdrawn class (*WE*) or dropped class (*DROP E*) shall be given to a student who withdraws from, or drops a class after one (1) semester.
7. The failing grade (*E*) received from a dropped class shall be averaged for eligibility purposes.
8. An incomplete grade (*I*) shall be considered a failing grade (*E*) until the required coursework is completed. The GPA shall then be recomputed.

**A more detailed explanation of these policies as they apply to student athletes is available from the *Athletic Department*.**

**A complete list of the interscholastic sports as well as the extra-curricular activities available to GRPS students can be found under *Athletics and Extra-Curricular Opportunities* on page 8.**

# ATTENDANCE AND TARDINESS POLICY AND PROCEDURES

(Board of Education Policy 8020, 8020-R & 8035)

**ATTENDANCE LAW:** The Michigan Compulsory Attendance Law (2010) now states that students must attend school until eighteen (18) years of age.

This change applies to a child who:

- Turns age 11 on or after December 1, 2009, and
- Was age 11 before December 1, 2009, and entered grade 6 in 2009 or later.

This change does *not* apply to a child who:

- Turned age 11 before December 1, 2009,
- Entered grade 6 before 2009, or
- Is at least age 16 and whose Parent(s)/Guardian(s) have provided the District with written notice that the child has permission to stop attending school (Opt-out provision).

The Grand Rapids Board of Education strongly supports a policy utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance in school. Frequent absences from school disrupt the continuity of instruction, learning, and the benefit of regular classroom instruction. The entire process of education requires continuity of instruction, classroom participation, meaningful learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. This principle of education is well established, and underlies and gives purpose to the requirement of compulsory schooling in Michigan. Therefore, the District shall develop procedures reflecting the following:

- The importance of a student's attendance and punctuality.
- The importance of staff, Parent(s)/Guardian(s), and community members working collaboratively to ensure students are present and on time to each class.
- The importance of guidance in gaining an understanding that attendance and timelines are imperative to a student's success in our society.
- The importance of monitoring attendance procedures and providing timely responses.

It is the responsibility of the Parent(s)/Guardian(s) to see that their child attends school. Schools, on the other hand, must inform Parent(s)/Guardian(s) when their child is not in school. Consequently, a specific attendance procedure has been adopted by the public schools that are understandable and reasonable in its expectations of students and Parent(s)/Guardian(s).

**RESPONSIBILITIES AND CONSEQUENCES:** Everyone has a role:

- Administration shall:
  1. Clearly communicate expectations about attendance to all stakeholders.
  2. Support teaching staff by monitoring student attendance and tardiness.
  3. Counsel students that are chronically tardy or absent.
  4. Make parent/guardian contacts.
  5. Coordinate the development, implementation, and success of interventions.
  6. Supervise tardy/attendance school-wide monitoring.
  7. Follow-up with students not adhering to attendance expectations.
  8. Maintain a current list of students at Levels I, II, and III (see progressive consequences).
- All staff shall:
  1. Make every effort to monitor the hallways before and after class.
  2. Make every effort to monitor the school campus.
- Teachers shall:
  1. Monitor the hallways during class passing periods.
  2. Record hourly attendance.
  3. Require a pass for student movement within the building during class time.
  4. Make parent/guardian contacts when tardiness and/or attendance is problematic (see progressive consequences).
  5. Positively encourage prompt arrival in class.
  6. Develop, implement, and evaluate the success of interventions.
  7. Admit tardy students to class (see consequences).
- Students shall:
  1. Arrive to each and every class on time prepared to learn.
  2. Monitor their own attendance and adhere to the consequences.
  3. Report attendance errors to their teacher.
- Parents/Guardians shall:
  1. Support their child in arriving to school on time.
  2. Communicate and reinforce school expectations around attendance.
  3. Monitor accumulated absences and tardies.
  4. Report attendance errors to the teacher, attendance office, Principal, or designee.
  5. Contact the school to report the absences daily.

## **PROGRESSIVE CONSEQUENCES FOR UNEXCUSED TARDINESS (Tardy to class without a pass):**

1. **Level I: Five (5) Tardies (total)**
  - Tardy letter sent by teacher (advisory teacher where available).
2. **Level II: Ten (10) Tardies (total)**
  - One (1) day alternative learning placement and conference with parent/guardian, Principal, teacher, or designee.
3. **Level III: Fifteen (15) Tardies (total)**
  - Loss of privileges for two (2) weeks. Loss of privileges may include, but not be limited to: dances, special school events, clubs, Student Council, awards, extracurricular activities, athletic events, or participate in any of the aforementioned activities.
  - Loss of privileges will extend to the next semester. The Principal or designee may adjust consequences for extenuating circumstances. A student may be required to complete missing assignments prior to having privileges reinstated.
4. Middle Schools and Success Centers may exercise alternative options as appropriate for their schools.

## **PROGRESSIVE CONSEQUENCES FOR UNEXCUSED CLASS ABSENCES:** It should be noted that a call to the Parent(s)/Guardian(s) will be made for each unexcused class absence.

1. **Level I: Twenty-five (25) hours of unexcused absence in one class (is equal to approximately 95% attendance in a semester).**
  - Attendance letter sent by teacher (advisory teacher where available) or school selected designee.
2. **Level II: Forty-five (45) hours of unexcused absence in one (1) class (is equal to approximately 90% in a semester).**
  - One (1) day alternative learning placement and reinstatement conference with Parent(s)/Guardian(s), Principal, teacher, or designee.
3. **Level III: Seventy-five (75) hours of unexcused absence in one (1) class (is equal to approximately 85% attendance in a semester).**
  - Loss of privileges (see number 1 and number 2 above) for three (3) weeks. (Loss of privileges will extend to the next semester). The Principal or designee may adjust consequences for extenuating circumstances.
  - A student will be required to complete missing assignments prior to having privileges reinstated.
  - An unexcused absence for an exam shall result in a "0" grade.
  - It is strongly recommended that absent students attend school-based intervention programs to assist with missing assignments and instruction.
4. Middle Schools and Success Centers may exercise alternative options as appropriate for their schools.

## **DEFINITION OF ABSENCES:**

- **Excused absences:** Students are excused if Parent(s)/Guardian(s) contact the school attendance office before or during the first day of absence or within twenty-four (24) hours of the student's return to school, and the reason provided is accepted by the school Principal. If Parent(s)/Guardian(s) request homework for their student because of extended illness, etc., they should allow at least twenty-four (24) hours for teachers to prepare such homework assignments.  
Examples of excused absences include; college visits (on or off campus), illness (in or out-of-school/program), pre-arranged excused absences for student participation in approved non-school competition and performance activities, family travel (with prior approval), medical appointments that cannot be scheduled outside of the school day, court-ordered appearances, death in the student's immediate family, close friend, or relative, religious holidays, school-related absences, homebound/ hospitalized, suspension, official school closures, and other reasons, as authorized by the Principal (or designee).
- **Unexcused absences:** As stated earlier, Parent(s)/Guardian(s) are expected to contact the school attendance office before or during the first day of absence in order to report the reason for their student's absence. If that was not done, and twenty-four (24) hours without parent/guardian contact have elapsed since the student's return to school, accumulated absences are recorded as "unexcused" in teacher records. Students may also receive unexcused absences if the Principal does not accept the reason given for the absence.
- **Excused tardiness:** Pass to class
- **Unexcused tardiness:** No pass to class, but admitted to class.

## **Other Considerations**

- **Extracurricular Participation:** A student must be in attendance for at least three hours in order to participate in a sporting event or extracurricular performance that day. All absences must be excused on the day of participation. This requirement may only be waived by administration per rules established by the Michigan High School Athletic Association.
- **Legal Action:** The District reserves the right to take legal action if the above stated strategies do not result in ongoing, regular attendance.
- **All students must notify the Attendance Office staff before leaving the school during the school day. If they leave the building without doing so, they are unexcused.**
- Only Parent(s)/Guardian(s) are allowed to call in absences.

# ATTENDANCE PROCEDURES ELEMENTARY AND MIDDLE SCHOOL STUDENTS

**ATTENDANCE LAW:** The Michigan Compulsory Attendance Law (2010) now states that students must attend school until eighteen (18) years of age.

This change applies to a child who:

- Turns age 11 on or after December 1, 2009
- Was age 11 before December 1, 2009, and entered grade 6 in 2009 or later.

This change does *not* apply to a child who:

- Turned age 11 before December 1, 2009
- Entered grade 6 before 2009
- Is at least age 16 and whose Parent(s)/Guardian(s) have provided the District with written notice that the child has permission to stop attending school (Opt-out provision).

The Grand Rapids Board of Education strongly supports a policy utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance in school

Absences referred to in this policy are whole days of absence from school and are cumulative over the school year.

**ATTENDANCE STANDARD:** The school shall make regular contact with Parent(s)/Guardian(s) of students who have developed patterns of absenteeism. The school shall maintain accurate records of student attendance and shall document all contacts with Parent(s)/Guardian(s) regarding attendance problems.

## **DISTRICT PROCEDURES:**

1. When a student has accumulated four (4) days of absence:
  - a. The Principal (or designee) shall determine if the absences are legitimate.
  - b. If the Principal (or designee) has a concern about absences, a letter of concern shall be mailed to the student's parent/guardian.
  - c. A copy of this letter shall be forwarded to the Family Support Specialist for monitoring/support.
2. If attendance does not improve:
  - a. The Principal (or designee) shall complete a *Truancy Referral* form and it shall be delivered by the Family Support Specialist to the Executive Director of Public Safety.
  - b. The assigned GRPS Public Safety Officer shall conduct a home-call/visit.
  - c. During the home visit, the GRPS Public Safety Officer shall discuss with the Parent(s)/Guardian(s) the need for improved attendance, reasons for the truancy; and shall inquire about needed support services and future steps should attendance not improve.
3. Within five (5) days, the GRPS Public Safety Officer shall contact the Principal (or designee) to determine if attendance is satisfactory and, if appropriate, the Family Support Specialist shall be included in this determination. If attendance is not satisfactory:
  - a. The GRPS Public Safety Office shall forward a *Police Assistance Request* to the *Grand Rapids Police Department (GRPD)*.
  - b. Within one (1) week, the assigned GRPD Community Police Officer shall conduct a home-call/visit.
4. If attendance does not improve, GRPD shall present all reports and documents to the *Kent County Prosecutor's Office/Grand Rapids City Attorney* for possible prosecution. This shall occur after twenty (20) unexcused absences.

**EXCUSED ABSENCES:** Absences shall be excused by the Principal (or designee) for the reasons indicated below: *Absences for any other reason shall be considered unexcused.*

1. Serious illness of a family member.
2. Death in the immediate family.
3. Illness, injury, dental or medical services or quarantine of the student.
4. Appearance in Juvenile Court.
5. Observance of a holiday or ceremony of his/her religion.
6. Personal reasons considered appropriate by the Principal (or designee).

**TARDINESS:** A student shall be considered tardy if he/she arrives after the opening activity. Students riding a bus shall not be considered tardy if the bus is late. When a student has been tardy, the Parent(s)/Guardian(s) shall receive a *Tardiness Form*. The Principal and staff shall handle chronic tardiness. Tardiness may be excused for other reasons that the Principal considers appropriate.

# CIVIL RIGHTS COMPLAINT PROCEDURES

(Board of Education Policy 8010-8018)

Any student, applicant, employee, or parent/guardian in the District who believes that he/she has been subjected to discrimination and/or harassment shall report the incident(s). In the case of a student or parent/guardian, a report is to be made to the Principal (or designee) or the District *Office of Civil Rights* (OCR). In the case of an employee, a report is to be made to the immediate supervisor, Principal (or designee), or the OCR.

The complainant is to be prepared to share the details of the discrimination or harassment experienced. The complainant shall be asked to complete a copy of the District *Discrimination/Harassment Complaint* form.

The District (or designees) shall investigate allegations of improper conduct. All complaints, interviews and investigations shall be processed in a manner which protects all individuals to the extent reasonably possible. The District shall make every effort to prevent public disclosure of the names of the parties involved, except to the extent necessary to carry out the investigation and/or eliminate discrimination, harassment and improper conduct.

The District, students, and/or employees who are alleged perpetrators of discrimination, sexual harassment or sexual misconduct shall be entitled to due process and may be protected by certain confidentiality rights. Subject to the rights of students or employees, the District shall make efforts to keep complainants advised of the progress of the investigation and of any decision it reaches concerning the situation.

If any of the involved parties have questions concerning the progress of the investigation or actions taken by the District to remediate any discrimination, sexual harassment, or other misconduct that may have occurred, contact Ms. Fredericka Williams, Civil Rights Compliance Officer.

**FOLLOW-THROUGH AT CONCLUSION OF INVESTIGATION:** If it is concluded, following the investigation, that the allegations have merit and that action will be taken to remediate the situation, the District shall follow its procedures to attempt to prevent a reoccurrence of discrimination, sexual harassment and/or improper conduct. If there is any repeat of improper conduct the complainant is encouraged to immediately notify their supervisor, the Principal (or designee) and/or the Civil Rights Compliance Officer.

Retaliation by anyone against an individual who has reported improper conduct, including sexual harassment is strictly forbidden. If the complainant believes that anyone is retaliating against them in any way, they must immediately notify their supervisor, Principal (or designee) and/or the Civil Rights Compliance Officer.

**ADMINISTRATOR/STAFF RESPONSIBILITIES:** Any administrator or staff member who observes or receives a complaint of discrimination or harassment must do the following:

1. Immediately report such activity to their immediate supervisor and the District OCR.
2. Cooperate in the investigation and enforcement of Board policy and laws as requested.

**Inquiries regarding civil rights and policies should be directed to the District's OCR:**

**Ms. Fredericka Williams, Civil Rights Compliance Officer  
Grand Rapids Public Schools  
1331 Franklin, SE  
PO Box 117  
Grand Rapids MI 49501-0117**

# COMMUNICABLE DISEASES, HEALTH CONCERNS, IMMUNIZATION REQUIREMENTS, MEDICATION AND HEALTH TREATMENT POLICY

(Board of Education Policy 8510)

## COMMUNICABLE DISEASES

Students should be kept home from school when they are ill. Symptoms of communicable diseases include:

- Abdominal cramps or pain
- Chills
- Complaints of sore throat
- Cough that disturbs normal activity
- Diarrhea – more than three (3) stools in twenty-four (24) hours
- Fever – above one-hundred-and-one (101) degrees
- Sores on the skin with pus or liquid drainage
- Unexplained rash or blisters
- Unexplained shortness of breath
- Unexplained stiff back or neck
- Unexplained tiredness that prevents normal activity
- Vomiting – more than two (2) times in twenty-four (24) hours
- Wheezing

Students who have unexplained symptoms of communicable diseases may be excluded from school. Parent(s)/guardian(s) should keep their student home from school until they do not have symptoms or present a statement from a licensed healthcare provider that the student is not contagious and may return to school. Students and parent(s)/guardian(s) who have questions or concerns are directed to contact their school nurse.

## HEALTH CONCERNS

All Parent(s)/Guardian(s) are asked to complete the GRPS medical information form at the start of each school year. This form is used to inform the school when students have a health condition such as diabetes, asthma, seizures and so on. The school nurse shall plan care for students with health conditions while they are in school. Students and parent(s)/guardian(s) with questions or needing additional help are directed to contact their school nurse.

In the event of a medical emergency, the school shall call the *Medical Emergency Response Team (MERT)* and/or the school nurse. They shall administer first aid and call 9-1-1 if needed. Parent(s)/Guardian(s) shall be notified of medical emergencies as soon as possible. If unable to reach a parent/guardian, school staff shall contact others listed on the medical information form. Parent(s)/Guardian(s) are asked to make sure current phone numbers for themselves and for those who are to be contacted in an emergency are included on their student's form.

## IMMUNIZATION REQUIREMENTS

Any student who is out of compliance with the required *Immunization Requirements* shall be excluded from, or disallowed enrollment into school, as determined by the Superintendent (or designee). School personnel shall cooperate with public health officials in completing and coordinating all immunization data, waivers and exclusions.

### **Immunization Waivers:**

A student is only exempt from the immunization requirements if the parent/guardian or responsible adult presents a written waiver to administrators at the student's school, indicating their objections to immunizations based on religious, medical or other factors. A waiver filed for medical reasons must be accompanied by a physician statement verifying a specific immunization is, or may be, detrimental to the student's health. Such written certification must be placed in the student's cumulative health record/folder (CA-60) and a copy shall be forwarded to the *Kent County Health Department*.

## *Required Childhood Immunizations for Michigan School Settings*

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 6th grade students
Diphtheria, Tetanus, Pertussis	<b>4</b> doses DTP or DTaP, one dose must be on or after 4 years of age	<b>4</b> doses D and T <b>OR</b> <b>3</b> doses Td if #1 given on or after 7 years of age. <b>1</b> dose of Tdap for children 11 through 18 years <b>IF</b> 5 years since the last dose of tetanus/diphtheria containing vaccine.
Polio	<b>4</b> doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	<b>3</b> doses
Measles,* Mumps,* Rubella*	<b>2</b> doses on or after 12 months of age	
Hepatitis B*	<b>3</b> doses	
Meningococcal	<b>None</b>	<b>1</b> dose for children 11-18 years of age
Varicella* (Chickenpox)	<b>2</b> doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.  
For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

\*\* **All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

## MEDICATION AND HEALTH TREATMENT POLICY

(Board of Education Policy 8670)

### **School-Administered Medication and Health Treatment:**

Parent(s)/Guardian(s) are urged to give medication and provide health treatment at home and on a schedule other than school hours if possible. *Medication* includes prescription and non-prescription medication, homeopathic remedy, herbal remedy, vitamin and/or mineral supplements that may be taken by any route. If it is necessary that medication and/or treatment be provided during school hours, the following regulations must be followed:

1. Requests for administration of medication or health treatment must be made in *writing with Parent(s)/Guardian(s)* and physician signatures and must be in compliance with the instructions on the *Medication/Treatment Consent form*.

***Medication/Treatment Consent form can be found on page 67.***

2. Any changes in medication dosage, route, schedule, and so on must be communicated in *writing* by the Parent(s)/Guardian(s) and healthcare provider. Parent(s)/Guardian(s) must also communicate discontinuation of medication *in writing*.
3. Medication must be brought to school in the original pharmacy container showing: current label with the name of student, name of medication, strength, dosage and time(s) to be given. Only the parent/guardian, other responsible adult or pharmacy may deliver the medicine to school. Students are NOT allowed to bring their own medication to school.
4. Health treatment supplies shall be provided for school use for each student by parent/guardian as needed.
5. Medication must be picked up within two (2) weeks after the end of the school year or it shall be discarded.
6. A written request for medication administration must be received annually.

### **Self-Administered Medication and Health Treatment:**

Self-administration/possession of medication is allowed in compliance with the rules of the GRPS medication policy. Students may be allowed to carry inhalers, Epi-pens, insulin, and glucagon, if they comply with the rules of the policy. Self-administration of other medication may be allowed only for high school students in compliance with the rules of this policy.

***Medication/Treatment Consent for Self-Administration form can be found on page 69.***

## DISCLOSURE OF STUDENT DIRECTORY INFORMATION NOTICE

(Board of Education Policy 8940)

The Grand Rapids Public Schools designates *Student Directory Information* as the following student information:

- Name
- Picture
- Grade Level
- Academic awards, degrees and honors,
- Information in relation to school sponsored activities, organizations and athletics, and
- Major field of study
- School

The Grand Rapids Public Schools shall disclose any of the information included in the above list of *Student Directory Information* without prior notice or written consent. **This shall *not* occur only when students (eighteen (18) year olds or other independent students) or a minor student's parent/guardian notifies the school the student is attending in *writing* that such information may not be disclosed.** To exercise this option a notice must be mailed to the student's school within thirty (30) days of enrollment or the first day of school.

## DISCLOSURE OF STUDENT DIRECTORY INFORMATION TO MILITARY RECRUITERS AND/OR MILITARY SERVICE ACADEMIES NOTICE

(Section 9528 of the ESEA (20 U.S.C. 7908) and P.L. 107-110)

Federal and state law requires all public school districts to make available *Student Directory Information* (names, addresses, telephone numbers and so on) of secondary school students to military recruiters and/or military service academies.

***Student Directory Information* shall be provided to the military recruiters and service academies upon request, unless the school receives a signed, *written* request *not* to disclose such information.**

**Students eighteen (18) years of age or older or other independent students, or a minor student's parent/guardian *may* ask that the student's personal information not be disclosed by submitting a signed, written request to their high school administrative office and *Student Services*.**

**For a complete list of *Student Directory Information*, see the *Disclosure of Student Directory Information Notice* at the top of this page.**

## DUE PROCESS

### OUT-OF-SCHOOL/PROGRAM SUSPENSION, 1-10 SCHOOL DAYS:

1. A teacher may remove a student from class to a place designated by administration when the grossness of an offense, the persistence of misbehavior or the disruptive effect of a violation makes the continued presence of the student a detriment to the learning environment.
2. When appropriate, teachers (or other involved staff) shall first inform the student of his/her misconduct. In the event of subsequent acts of misconduct, the teacher (or other involved staff) shall either inform the student's parent/guardian or make a counselor referral. Specific steps are outlined in the *Behavioral Referral Form*. The parent/guardian shall be informed whenever disciplinary problems exist.
3. At such time as the teacher (or other involved staff) concludes that they are to take other disciplinary measures within the guidelines, they may refer the student to the Principal (or designee).
4. Students shall not be released from school by any principal, assistant principal, dean of student accountability, teacher, attendance officer or school secretary without verified parent/guardian notification.
5. In the event a Principal deems it necessary, a student may be sent home during school hours. In the case of a minor student, if a parent/guardian is not able to pick up the student at school, or the Principal (or designee) is unable to accompany the student home, the student shall be retained in the school building until dismissal time, unless the parent/guardian directs otherwise. Records shall be maintained of the circumstances under which the student is sent home.
6. At such time as the Principal (or designee) determines that out-of-school/program suspension is an appropriate action, he/she shall inform the student orally or in writing of the charges and evidence and provide the student with an opportunity to present his/her version.
7. The Principal (or designee) shall inform the parent/guardian of the minor student of the charges, the rationale for the suspension, and the length of the suspension. Communication shall be by phone, home-call/visit, or written notification. Written documentation regarding the phone contact or home-call/visit and a copy of the written notification shall be maintained.
8. The parent/guardian shall also receive a copy of the *Suspension Notice* from the Principal (or designee) in person or through the mail, and a copy shall be placed in the student's file.
9. The Principal may grant a conference at the request of the parent/guardian of a minor student to discuss the offense and the suspension decision. The Principal (or designee) may alter or negate the original suspension decision as a result of the conference. If the suspension is negated, all records of the suspension shall be removed from the files.
10. The student and parent/guardian of a minor student shall be informed of the right and means to appeal certain suspension decisions. For suspension from one to five (1-5) school days, the decision of the Principal is final. The aggrieved student or parent/guardian of a minor student may request an administrative review of suspension from six to ten (6-10) school days. The request must be made within three (3) school days of the decision being reviewed and shall be directed to the appropriate administrator as follows:
  - a. To the Principal for the decision of an Assistant Principal or Dean of Student Accountability.
  - b. To the *Director of Student Services* for the decision of a principal.
11. Student Services shall be informed immediately if a weapon is involved and if a recommendation for long-term suspension or expulsion for any offense is being made.
12. The Principal (or designee) shall be responsible for entering suspension data into *Total Recall (TR)* within twenty-four (24) hours of the decision for all suspensions from school regardless of the length of time.

### LONG-TERM SUSPENSION/EXPULSION, MORE THAN 10 SCHOOL DAYS:

Except in emergency situations (health or safety), appropriate procedures must be followed to place students on long-term suspension or expulsion for more than ten (10) school days. According to federal law, these procedures do not apply to students eligible for special education or Section 504 services, or to students the District knows or has reason to know, should be evaluated for special education eligibility.

**Also see Due Process item 7, Procedures Applicable to Special Education and Section 504 Students on page 32.**

## Appropriate procedures are as follows:

- 1. Investigation of Alleged Violations and Recommendation:** The appropriate building or program administrator conducts an investigation regarding alleged violations of Board of Education Policy 8300, *Uniform Discipline Code for Student Conduct*. If after investigation the administrator decides that a recommendation for long-term suspension or expulsion (more than ten (10) school days) is warranted, the administrator shall notify the student and the parent/guardian in writing of:
  - a. The charges against the student.
  - b. The recommended disciplinary action.
  - c. Their right to a hearing before an impartial Hearing Officer.

The administrator issues this written notice as soon as possible, but no later than two (2) school days after the infraction. A copy of this notice is also sent by fax to *Student Services*. The student is temporarily suspended pending the hearing process.

- 2. Notice of Hearing:** After receiving an administrator's recommendation for long-term suspension or expulsion, *Student Services* issues a written notification of hearing to the student and parent(s)/ guardian(s). Any notice of a proposal to suspend long-term shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held no later than ten (10) school days after the date of the notice. A copy of this policy and administrative procedures shall accompany the notice. The hearing is then conducted as described in Item 5 below. At the time of the hearing, a public notice of the hearing is posted on the front of the GRPS Administrative Office/Rev. Lyman S. Parks, Sr. building as required by the *Open Meetings Act, Public Act 267*.
- 3. Hearing Officer:** A Hearing Officer is designated by *Student Services*, or the Superintendent (or designee). The Hearing Officer may not have been involved in the investigation of the charges.
- 4. Student Advocate:** When a District student faces possible long-term suspension or expulsion a Student Advocate is appointed by the Superintendent (or designee). The advocate assists the student and parent/guardian, upon request. A Student Advocate is not appointed if a Parent Advocate or attorney is involved in the matter. If a Student Advocate is assigned, he/she is considered a School Official with a legitimate interest in having access to the student's education record.

## 5. Hearing Procedures:

- **Purpose:** The Purpose of the hearing is to determine:
  - a. Whether the student did or did not do what the charges claim.
  - b. Whether the disciplinary action recommended by the school shall be imposed or whether some other type of discipline shall be imposed.
- **Open/Closed Meeting:** Eighteen (18) year olds or other independent students or a parent/guardian of a minor student may request to have the hearing held in an Open Meeting (so that others can observe and/or obtain full disclosure of the hearing), or a Closed Meeting (private, so that others cannot observe and/or obtain disclosure of hearing, only the hearing decision) pursuant to the *Open Meetings Act*. Per this state law, at the point the Hearing Officer delivers a decision the hearing must return to an Open Meeting, ensuring that the information is available to the public if it is ever requested.
- **Appearances:** Students and Parent(s)/Guardian(s) have the right to testify as to the facts, or other evidence, and explain their reasons for disagreeing with the school's charges or recommendation for discipline.
- **Right to Legal Counsel:** Attorneys are permitted *only when criminal charges are pending against the student arising out of the same events giving rise to the school's disciplinary charges*. When a student is represented by legal counsel, the District may be represented by legal counsel.
- **Witnesses:** If the student wishes to present witnesses who have knowledge of the circumstances of their case, the student must arrange to have them attend the hearing. If the student needs help in identifying District staff witnesses, the student is to contact his/her assigned Student Advocate.
- **Records:** If the student has any written information, documents or letters relevant to their case, these are to be presented at the hearing.
- **Evidence:** Strict rules of evidence do not apply. However, all testimony and documents must be relevant to the misconduct charge. Hearsay and other evidence not admissible in a court are admitted if a reasonably prudent person would accept the offered evidence as reliable under all of the circumstances.

In expulsion cases, hearsay shall generally not be the only evidence determining whether the charges are true or false. However, sworn affidavits from student eyewitnesses (whose identity is not disclosed) to serious offenses (usually criminal offenses), may be admissible if a school administrator:

- a. Makes a determination of the student's trustworthiness.
  - b. Investigates the past relationship, if any, between the student eyewitness and the accused student to determine improper bias or motive.
  - **Record of Hearing:** The hearing shall be mechanically or electronically recorded and/or minutes recorded. If the District or student chooses to have a stenographic record; the requesting party will bear the cost of making that record.
  - **Decision:** The Hearing Officer renders a written decision within seven (7) school days after the close of the hearing, unless the student or Parent(s)/Guardian(s) agree to an extension.
  - **Postponements:** A person requesting postponement of the hearing is to call *Student Services*. Postponements are granted only if all parties consent to the continued suspension of the student or in exceptional circumstances.
- 6. Right of Appeal:** The Hearing Officer advises the student and parent/guardian of their right to appeal when appropriate. The student remains suspended while any appeals are processed.
- 7. Procedures Applicable to Special Education and Section 504 Students:** Unless modified by an Individual Education Plan (IEP), a student with a disability is expected to follow the same rules as general education students and is subject to the same discipline procedures, as long as the discipline does not exceed ten (10) school days of suspension.

**Special Education:** Before a student with special education needs may be suspended or expelled for more than ten (10) school days, an Individual Education Planning Team (IEPT) may be convened to conduct a manifestation determination. The manifestation determination must be held within ten (10) school days of the first day of school suspension. The IEPT does not determine discipline, but shall review all relevant information in the student's file, including the student's IEP, any teacher observations and any relevant information provided by the parent/guardian to determine:

- a. If the conduct in question was caused by or had a direct and substantive relationship to the student's disability.
- b. If the conduct in question was the direct result of the District's failure to implement the IEP.

If the answer to either *a* or *b* above is yes, the misconduct shall be determined to be a manifestation of the student's disability. If the IEPT determines that the conduct was a manifestation of the student's disability, they shall:

- a. Conduct a *Functional Behavioral Assessment* (FBA), and implement a *Behavioral Intervention Plan* (BIP) for the student unless a FBA and BIP have been done prior to the misconduct.
- b. If a BIP has already been developed, review the BIP and modify it, as necessary to address the behavior, and return the student to the placement from which the student was removed, unless the Parent(s)/Guardian(s) and the District agrees to a change of placement as part of the modification of the BIP.

If the IEPT determines that the conduct was not a manifestation of the student's disability, the student may be disciplined according to school policy. If the discipline results in a suspension or expulsion for more than ten (10) school days the District shall provide educational services to be determined at an IEP.

In cases where a student with special education needs is found to be in possession of a dangerous weapon, drugs, or inflicts life threatening bodily harm to another individual, the District may place the student in an interim classroom placement. This can be for a period of up to forty-five (45) school days while they determine if the behavior was a manifestation of the student's disability and/or plan for an alternate placement.

**Section 504 Plan:** Similarly, before a student with a Section 504 Plan may be suspended or expelled for more than (10) ten school days, a building Support Team must be convened to conduct a manifestation determination. Again, the manifestation determination must be held within ten (10) school days of the first day of suspension. The Support Team does not determine discipline, but shall review all relevant information in the student's file and give consideration to the following questions:

- a. Was the 504 Plan appropriate given the conduct in question?
- b. Was the 504 Plan implemented?
- c. Did the student's disability impair the student's ability to understand the impact and consequences of his /her behavior?
- d. Did the student's disability impair the student's ability to control his/her behavior?

If the Support Team determines that the conduct was a manifestation of the student's disability:

- a. The student is returned to the placement from which he/she was removed.
- b. The team reviews the student's *Accommodation Checklist*.

If the Support Team determines that the conduct was *not* a manifestation of the student's disability, the student may be disciplined according to school policy.

# ELECTRONIC DEVICE POLICY

(Board of Education Policy 8280)

Students shall not use or have in their possession on school grounds, any electronic communication devices, including cell phones. Laptops may be used in class at the teacher's discretion.

ELECTRONIC DEVICES MAY NOT BE DISPLAYED OR USED BY ANY GRPS STUDENT  
DURING THE NORMAL SCHOOL DAY.\*

**ALL ELECTRONIC DEVICES THAT ARE SEEN, USED, OR HEARD SHALL BE CONFISCATED.**

See *Electronic Devices* for a list of prohibited electronic devices on page 11.

## CONFISCATION OF ELECTRONIC DEVICES:

- **First Offense:** The first time an electronic device is confiscated, the device shall be sent to the *Department of Public Safety* at the District Administrative Offices/Rev. Lyman S. Parks, Sr. located at 1331 Franklin St., SE, and the parent/guardian shall be contacted. The device shall be returned to the parent/guardian, a report shall be written and the incident documented with the *Department of Public Safety* and school security office.
- **Second and Repeated Offenses:** The second and all subsequent times an electronic device is confiscated, the device shall be sent to the *Department of Public Safety* and the parent/guardian shall be contacted. The device shall be returned to the parent/guardian after payment of a twenty-dollar (\$20) administrative fee. A report shall be written and the incident documented with the *Department of Public Safety* and school security office.

## DISCIPLINARY ACTION:

The possession and/or use of electronic devices are considered a Level I Act of Misconduct for a first offense for students in Grades K-12. Any second or subsequent violation of the *Electronic Device Policy* may result in the implementation of *Level III Disciplinary Action* for students in Grades K-5; and *Level IV Disciplinary Action* for students in Grades 6-12. Building administrators reserve the right to recommend more severe discipline based on the nature of the violation.

\* At the discretion of building administrators, certain electronic devices may be allowed, to aid in instructional presentations.

Also see *Acts of Misconduct and Disciplinary Action, Grades K-5, on pages 52 through 55, and Grades 6-12, on pages 56 through 61.*

# **EQUAL OPPORTUNITY STUDENT GUIDANCE SERVICES**

(Board of Education Policy 8015)

No high school student, on the basis of disability, shall be denied guidance services by personnel designated by the District as qualified to provide such services. Generally, the District designates academic advisors and certified counselors to provide guidance services to its high school students. Students with disabilities shall have equal opportunity to those services. The District shall provide different or separate guidance services to students with disabilities only if such action is necessary and are to provide students with disabilities services that are as effective as those provided to students without disabilities.

## **PROCEDURES:**

Personnel designated by the District to provide guidance services shall be available to meet with all high school students to conduct a review of academic programming and career aspirations. Evidence of this activity shall be kept in a daily journal and shall be available for review at any time. Data in journals, logs, or similar records shall clearly show that students with disabilities are being served as effectively as students without disabilities.

**All career and technical education programs follow the District policies of non-discrimination on the basis of the following: race, sex, height, weight, color, ethnicity, religion, national origin, age, marital status, disability or veteran status in all activities and employment.**

**In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.**

**Inquiries regarding nondiscrimination policies should be directed to:**

**Ms. Fredericka Williams, Civil Rights Compliance Officer  
Grand Rapids Public Schools  
1331 Franklin, SE  
PO Box 117  
Grand Rapids MI 49501-0117**

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA) NOTICE OF RIGHTS FOR ELEMENTARY AND SECONDARY STUDENTS OF THE GRAND RAPIDS PUBLIC SCHOOLS

(Board of Education Policy 8940-R-9-12)

**STUDENT EDUCATION RECORDS:** The *Family Educational Rights and Privacy Acts* (FERPA) afford Parent(s)/Guardian(s) and eighteen (18) year olds or other independent students (*eligible students*) certain rights with respect to a student's education records. They are:

**1. The right to inspect and copy the student's education records within forty-five (45) school days of the day the District receives a request for access.**

Parent(s)/Guardian(s) or students should submit to the school custodian of student records a written request that identifies the record(s) they wish to inspect. The custodian will arrange for access and notify the Parent(s)/Guardian(s) or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment of a student's education records that the Parent(s)/Guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.**

Parent(s)/Guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school/program suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

If the District decides not to amend the record as requested by the Parent(s)/Guardian(s) or eligible students the District will notify the Parent(s)/Guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent(s)/Guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or Michigan law authorizes disclosure without consent.**

**4. The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student record" and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within thirty (30) days of the date of the request from the other school period.**

**5. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests.**

**SCHOOL OFFICIAL: A *School Official* is defined as, and includes all of the following:**

- A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).
- A person serving on the Board.
- A person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).
- The Parent(s)/Guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
- A volunteer who, with the District's approval, uses personal information about a student to perform an administrative or clerical task or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, school placement or job placement.
- Personally identifiable information shall also be provided to review teams in accordance with appropriate building protocol. These include (but are not limited to): a *Student Study Team* convened in a school building or *Student Services*. Teams may include individuals employed by community support agencies who provide professional services such as social, emotional, mental or physical health services to a student or a student's family. However,

these community support agencies shall only have access to limited information relevant to the specific services provided and limited to the specific students with whom they are involved.

A School Official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

6. **The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by state or federal law.**
7. **The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if no student or Parent(s)/Guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.**
8. **The right to prohibit the release of Directory information concerning the Parent(s)/Guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:**
  - Name
  - Picture
  - Grade level
  - Academic awards, degrees and honors
  - Information in relation to school sponsored activities, organizations and athletics, and
  - Major field of study
  - School
9. **The right to prohibit the release of Directory information concerning the Parent(s)/Guardian(s) child to Armed Forces recruiting personnel.**

Student information to be released to the Armed Forces is to include:

- Name
- Address
- Telephone number

10. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
Washington DC 20202-4605

***Any Parent(s)/Guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Principal (or designee) within thirty (30) days of the date of this notice. No Directory information will be released within this time period, unless the Parent(s)/Guardian(s) or eligible student are specifically informed otherwise.***

# GANG ACTIVITY

(Board of Education Policy 8245-R)

The Board of Education does not tolerate any gang or gang-like activity within the Grand Rapids Public Schools. The Board considers gang or gang-like activity to constitute gross disobedience, which shall result in a lengthy suspension and/or expulsion of a student.

*Gang activity* means any activity by a group of two (2) or more, or by an individual student on behalf of a group, whose purpose includes (but is not limited to):

1. The commission of one (1) or more illegal acts in violation of the *Uniform Discipline Code* and/or Board policies.
2. The information of a group to defend its members (by use of physical force, threats or intimidation) against a perceived threat by another group of known gang; where the group or gang is identifiable by name, sign, clothing, symbol and other conduct as described in the numbered paragraphs below.

Students are also prohibited from engaging in any gang-like activity which is defined as any conduct engaged in by a student:

1. On behalf of any gang or group intending to function as a gang or formed for the purpose described above.
2. To perpetuate the existence of any gang or gang-like group.
3. To affect the common purpose and design of any gang or gang-like group.
4. To represent, encourage, promote or advance a gang affiliation, loyalty or membership in such gang or gang-like group, in any way while on school property or while attending a school-sponsored event.

These regulations and the *Uniform Discipline Code* also apply to any gang or gang-like activity on or off-school property which:

1. Has the effect of disrupting the educational environment.
2. Is detrimental to the normal functioning of the school and/or of school activities.
3. Jeopardizes the safety or emotional well-being of any student, staff member or the District's community at school.

Any student who is found to engage in gang or gang-like activity, or who disrupts the school environment, facilitates the illegal or disruptive acts of a gang or gang-like group within school or on school property or whose continued presence creates a reasonable likelihood of harm to any District student or staff member as a result of affiliation or activity with a gang, gang-like group or group formed for the purposes described above, is subject to discipline, suspension, expulsion, arrest or referral to law enforcement authorities.

**All students are assured access to due process hearing procedures and appeal rights outlined in Board rules and regulations.**

## **Student conduct, as described below, may also be the basis for discipline under these regulations.**

The Board believes that the presence of gang members and gang or gang-like activities (as described above) in or outside of school causes a substantial disruption of the educational environment and materially interferes with learning and school activities. Students on or about school property or at any school activity or school-sponsored event shall not:

1. Wear, possess, use, distribute, display or sell any overt gang paraphernalia, such as clothing, jewelry, emblem, badge, symbol, color, sign or any other thing which are known to be evidence of membership or affiliation with any gang, or membership or affiliation in any gang-like group or other group as described above.

**Note:** Students who wear clothing or accessories that display affiliation with gang-like groups, gangs, criminally motivated organizations or other groups as defined above may be subject to discipline in accordance with the terms of the *Uniform Discipline Code*.

2. Commit any act, or use any language, either verbal or non-verbal (gestures, handshakes and so on) known to show membership in or affiliation with any gang, gang-like group or other group as defined above.
3. Use any language or commit any act to promote, encourage or advance the interest of any gang or gang-like activity, including (but not limited to):
  - a. Soliciting others for membership in any gangs or gang-like groups or other groups as defined here.
  - b. Intimidating or threatening any person as a result of gang affiliation or gang-like activity or other activities described in this regulation.

- c. Committing any other illegal act or violation of District policies.
- d. Inciting other students to act with physical violence on or off-school property, to engage in criminal activity on or off-school property, or to engage in any conduct in violation of the *Uniform Discipline Code* and/or Board policies.
- e. Acting or recruiting with use of intimidation, tagging or marking, assault, battery, theft, trespassing or extortion, performed by or on behalf of a gang member, gang-like group, or other group as defined on the previous page; or any such acts intended to further a common criminal objective, or to retaliate for conduct viewed as hostile to a particular gang, gang-like group or other group as defined above.

**Note:** Frequent association with known gang members or gang-like organizations, in or out of school, is one (1) factor considered in determining whether a student is engaged in a gang or gang-like activity.

- 4. Because gang activity, by its nature, is often subtle or covert, gang activity or affiliation can be implied from the character of a student's acts as well as the circumstances surrounding any misconduct. As a result, one (1) or more of the following shall be considered evidence of gang affiliation, conduct, gang-like activity or conduct in support of a group as defined on the previous page:
  - a. Website or internet postings describing or reasonably implying the student's membership, affiliation or participation in a gang, gang-like group or activities or activities of a group as defined on the previous page.
  - b. Any form of internet communication depicting the student making gang gestures or displaying other overt gang paraphernalia or gang-like affiliation.
  - c. Displays on school assignments or objects, such as notebooks or lockers, of gang names, symbols, paraphernalia, street names, a.k.a. (*also known as*) monikers, and so on. Any gang graffiti on District premises shall be quietly removed, washed down, or painted over as soon as discovered. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors. Graffiti shall be photographed before it is removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against offenders.
  - d. Posting threats on internet blogs or otherwise making verbal or written threats in any manner against a District student or staff member, to promote, advertise or encourage gang activity or affiliation, or on behalf of a gang-like group or other group as defined on the previous page, which is disruptive to the educational environment, or is reasonably likely to create anxiety, fear, or other disruption of a student's educational experience or significantly disturb the health, safety or emotional well-being of a staff member.
  - e. Possessing, selling or otherwise promoting in any way, lyrics or songs that specifically threaten or encourage physical violence against known gangs or known gang members, or support criminal gang activities.

**Note:** Intent can be implied from the nature of character of a student's acts, on or off-school property, as well as the entirety of the circumstances surrounding any misconduct or violation of the *Uniform Discipline Code*.

## SILENT OBSERVER

**Any student aware of gang activity or other activity in violation of this regulation is encouraged to contact *Silent Observer* at 774-2345. The caller's identity shall be fully protected and a monetary reward may be available depending on the specificity of the information provided.**

**The District strongly supports the *Silent Observer Fast 50 Program* and shall allow the use of a telephone for the purpose of anonymously calling in a tip regarding crimes affecting the school environment.**

# GRADING SYSTEM

(Board of Education Policy 7560)

## Grading K-12

The Grand Rapids Public Schools will provide a framework for grading that consistently and accurately reports achievement. All grades shall be based on evidence of knowledge and application of grade level and content expectations.

- All students and staff shall be consistently held to high expectations for student learning.
- The District reserves the right to award partial credit in situations where mastery of content is not certain.
- Grades shall be based on evidence of knowledge and use of the prescribed curriculum demonstrated through varied tasks and assessments over time.
- Grades shall be fair and consistent and a measure of effective teaching and learning.
- Grades shall provide communication regarding achievement.
- Procedures for grading shall be supported, monitored, and supervised.

## Grades 6-12

Grading procedures will be applied consistently. Schools will ensure school level processes, as approved by the school leadership team, for implementing the following procedures:

1. School staff will communicate course-specific grading procedures in writing to students and Parent(s)/Guardian(s) at the beginning of each semester.
2. Teachers will only assign homework that is related to the curriculum.
3. Extra credit can only be used when connected to the content. Extra credit shall be available to all students.
4. Teachers will assess student learning in a variety of ways over time within a grading period.
5. Grading processes, including weights and proportions, are listed in the syllabi and will be applied consistently within the content area. The processes will be communicated in advance and in writing to students and parents.
6. In their feedback to students, teachers may use letters, numbers, or other symbols for individual tasks/assignments, but must also be descriptive in nature (e.g., what the student did well, what the student did not do well, and what the student could do to improve).
7. Percentages, not letter grades, are to be used to calculate semester (high school) and year-end grades (middle school). Percentages that Gradebook converts to are in parenthesis. Rubric scores are also translated to percentages.

Percentages	Letter Grade	Content Understanding
100%+	A+ (100%)	Exemplary effort
93-99%	A (96%)	Outstanding level of effort
90-92%	A- (91%)	
87-89%	B+ (88%)	High level of effort
83-86%	B (85%)	
80-82%	B- (81%)	
77-79%	C+ (78%)	Acceptable level of effort
73-76%	C (75%)	
70-72%	C- (71%)	
67-69%	D+ (68%)	Minimal level of effort
63-66%	D (65%)	
60-62%	D- (61%)	
	I (Incomplete)	
0-59%	E (50%)	Extenuating circumstances did not allow for completion of the work Did not take advantage of makeup opportunities.

8. Beginning with the class of 2012 Advanced Placement (AP) classes will follow the same grading scale, but final grades will be weighted as a factor of 1.25 when calculating Grade Point Average and used for valedictorian(s) status.
9. A calculated grade may not be lowered with the exception of documented cheating.
10. When a teacher has evidence that a student demonstrates a higher level of performance than a calculated marking period grade indicates, the teacher, in consultation with and approved by the principal, may change the grade. Properly documented evidence shall be recorded and secured in accordance with the Michigan Record Retention guidelines.
11. Final assessments shall be administered for any course taken for middle school and high school. All students will follow the same schedule for each semester. The final exam/assessment should be made up of a sub-set of the material for that particular semester.

If a quality assessment cannot be completed during the exam period, the department may choose to use a multi-day or alternative plan (such as writing, projects, etc.).

When creating multi-day exams, staff should take into consideration the exit date of graduating seniors. If an exam/assessment is not given in a non-core course, the teacher must have prior approval from the Principal by the interim period (approximately week six (6) for high school and week nine (9) for middle school).

12. Grading calculation for each semester shall be defined in the syllabus. Exams will be incorporated into the semester/end of the year grade with a 10% value. Final grades for a course will be calculated in the following manner: 90% online calculated grade and 10% from the final assessment. A zero (0) for an exam grade shall be given for an unexcused absence or for cheating.
  13. Credit Awarding in High School: Credit shall be awarded each semester in one (1) of the following ways: it should be noted, that beginning school year 2008-2009 students receive credit for a full-year course (formerly 10.0 credits) and .5 credit for a semester course (formerly 5.0 credits).
    - a. Passing with a grade obtained and noted on the transcript.
    - b. If, initially, a student's final score is in the 0-59% range, the grade will result in a "Held Grade". The student will be given the following semester to improve the grade. If, after the end of the following semester, the grade does not reflect the demonstration of mastery, it will convert to an "E".
    - c. Incompletes (I) may be given for extenuating circumstances\* and, in cases where the student, through effort, is showing progress and moving toward completion of the class. A student may make up missing common assessments/projects as listed in syllabus within one semester without grade penalty.
      - Students shall...
        - Get approval from the Principal and teacher.
        - Get list of common assessments and projects needed to complete.
        - Make up work by the end of the next semester.
      - The teacher shall...
        - Grade work.
        - Complete grade change paperwork process.
- (\*Note: extenuating circumstances may include, but are not limited to, family illness, death of a family member, accident, or family disruption.)
14. Credit/No Credit (CR/NC): A student may take up to 1.0 credit (with the exception of seminar/advisory) in their high school career as credit/no credit (CR/NC). The student shall make application for CR/NC prior to the start date of the course. The teacher shall continue to award grades, and the student may request the letter grade in lieu of CR/NC at the end of the course if they choose. Beginning with the class of 2012, if the student accepts the CR/NC status, they shall not be considered for valedictory status. (Note: CR/NC is not part of the student's GPA calculation.)
  15. All assessments will be subject to the school administrator's approval. The school's administration is responsible for determining whether the assessment is aligned with the pacing guide included as part of the syllabus for each course.
  16. It is IMPERATIVE that the instructor use common grading when scoring these assessments.
  17. All assessments should have a scoring device that assures consistency. This must include a rubric where appropriate. When reassessment is offered, all students, regardless of the original grade, may be reassessed if they complete re-teaching and relearning activities as determined by the teacher. When a reassessment is given, the highest grade prevails.
  18. Principals, department heads, and central office administration shall continually monitor and support staff with the appropriate use of the District's online Gradebook.
  19. Teachers will place assignments and grades in the District's online Gradebook that are accessible to Parent(s)/Guardian(s) and students. Posting grades within two (2) to three (3) days is a fair guideline for most assignments and grades.
  20. Testing-out is a high school option for every course for students enrolled in the Grand Rapids Public Schools. Students need to be scheduled for the course and registered with the Curriculum Office. The testing-out window will be offered approximately two (2) weeks after the end of the school year. Testing-out documents may include a paper-pencil portion, but could also include labs, writing, performance, or other forms of assessments. Testing-out must be at 80% or higher of the common assessments. Testing-out earns credit and meets the graduation requirement, but is not a part of the GPA calculation. Testing-out is a full class option only.

# RETENTION

(Board of Education Policy 7600-R)

Grade level and group assignments, including promotion and retention, shall be the responsibility of the Superintendent and shall be made in the best interests of the individual student subject to Parent(s)/Guardian(s) involvement in accordance with law. Students will normally progress annually from grade to grade. However, exceptions may be recommended when, in the judgment of the professional staff, and after consultation with Parent(s)/Guardian(s), such exceptions are in the best interests of the individual student involved and retention is indicated.

## Elementary and Middle School:

1. Recommendations for grade level placement shall be the responsibility of the building Principal, who shall consult with the Superintendent when in his/her judgment borderline cases might create controversy between Parent(s)/Guardian(s) and the school,
2. Grade level placement in the elementary schools shall be based on the following criteria:
  - a. Academic achievement and ability as indicated by standardized test scores,
  - b. Academic achievement and ability as observed by the classroom teacher(s) involved,
  - c. Chronological age of student,
  - d. Size and physical development of the student,
  - e. Social maturity of the student,
  - f. Emotional maturity of the student, and
  - g. Attitudes and reaction of Parent(s)/Guardian(s) and student.
  - h. Documented interventions that include frequency of intervention, specific objections and results.
3. Notification should be given to Parent(s)/Guardian(s) as soon as the teacher feels that retention may be recommended, and a conference held with the Parent(s)/Guardian(s) in order to prepare them for the possibility of retention and enlist their help in preparing the student. Nothing should be said at the conferences that would indicate to the parent(s)/ guardian(s) that any decision regarding a recommendation for retention has already been made.
4. The final recommendation of retention shall be made to the Principal at least six weeks before the end of the school year. Final approval must come through the appropriate Executive Director at least 45 days prior to the end of the school year. A retention plan indicating specific objectives, interventions, and targets should be in place prior to conference with the teacher and Parent(s)/Guardian(s). At that time, a conference should be scheduled with the Principal, teacher or teachers, and Parent(s)/Guardian(s) in attendance.
5. After the conference, the Principal, in consultation with the teacher, shall make the decision as to whether or not a final recommendation should be made to the Parent(s)/Guardian(s) that the student be retained.
6. A written statement of Parent(s)/Guardian(s) approval of the retention should be obtained if possible, and included in the student's permanent record file. If the Parent(s)/Guardian(s) do not agree to retention and, as a result, the student is promoted, a statement signed by the Parent(s)/Guardian(s) so indicating the Parent(s)/Guardian(s) rejection of the District's recommendation for retention should be placed in the student's file.
7. Promotions from elementary to middle school or middle school to the high school shall be determined by the sending building Principal based upon credits earned/academic level achieved. A single failure will not necessarily require a recommendation for retention.
8. Though retention may be used at all grade levels, it is recommended that adjustments in a student's placement be made as early as possible.

## Senior High School

1. Senior high students are expected to make proper progress towards graduation in order to be promoted with their class. Minimum requirements are as follows:
  - a. 45 credits for sophomore status
  - b. 105 credits for junior status
  - c. 165 credits for senior status
2. Potential failure of high school students should be called to the attention of the student and Parent(s)/Guardian(s) by mid-semester and an effort made to confer with the Parent(s)/Guardian(s) concerning the potential failure.
3. No student shall participate in commencement that has not completed all requirements for graduation.
4. Academic Diploma - students obtaining the requirements will be issued an academic diploma.

# HOMWORK POLICY

(Board of Education Policy 7580)

## HOMWORK POLICY:

Homework is defined as assignments completed outside of class time, but growing out of or related to classroom instruction. Homework is an important and valid part of the educational process and shall adhere to the following:

Homework shall:

1. Be planned and assigned for a specific instructional purpose.
2. Help students develop independent study habits.
3. Promote growth in responsibility and self-direction in learning.
4. Reinforce learning that has taken place in school according to the District's and State's prescribed curriculum.
5. Promote a closer working relationship between home and school.
6. Never be used as punishment.
7. Never exceed a student's capacity to complete work within a reasonable amount of time.

The following guidelines shall apply with respect to homework in grades K-12:

1. The amount of homework assigned shall be reasonable and varied by level of schooling.
2. The purpose of homework shall be identified and articulated to students by teachers.
  - a. Homework as Process
    - Homework assigned for practice shall be structured around content with which students have a high degree of familiarity. Students should be assigned an appropriate amount of homework to increase their skill. Homework that includes unfamiliar content produces misconceptions and/or error.
    - Homework is often assigned for preparation and elaboration, and generally increases with their level of schooling. Preparatory homework provides opportunities for students to gain background information to be better prepared for classroom instruction. Grades shall not be lowered due to homework completed as process.
  - b. Homework as Performance
    - Homework assignments that encourage students to pursue knowledge individually and imaginatively extend learning and may respond to needs for differentiation of interest or readiness. Homework as performance could be research papers, themes, etc.
3. The Parent(s)/Guardian(s) role in homework is to facilitate and support the activity and not solve the content problems for students. Depending upon the age of the student, Parent(s)/Guardian(s) assistance could range from helping with instructions, acquiring resources, helping children get organized, or conferring with their child on the purpose and understanding of the task.

## Homework and Class Assignment Procedures

Homework and class assignment procedures will be applied consistently within and among schools. Schools will develop school-level processes by implementing the following procedures:

1. Teachers will only assign homework and/or class assignments that are related to the curriculum.
2. Timely and meaningful feedback on homework and class assignments will be provided. Feedback may take a variety of forms as determined by the teacher.
3. Teachers shall establish due dates and deadlines. Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments. However, there may be some expectations when the due date and deadline are the same. It is recognized that for daily homework assignments, the due date and the deadline may be the same to facilitate the teaching and learning process.
4. School staff will communicate course-specific procedures to Parent(s)/Guardian(s) at the beginning of the course.

## **MAKE-UP WORK**

1. Homework supports the mastery of standards; therefore, students should assume the responsibility of make-up work in all classes.
2. In cases of prolonged absences (three (3) or more days), the school shall be notified so that arrangements can be made to have assignments picked up by the Parent(s)/Guardian(s) or sibling(s).
3. Upon returning to school, students must make arrangements with the teacher regarding all make-up work.

## **REQUESTING MAKE-UP WORK**

1. Make-up work should be requested through the school office or individual teacher for absences that are expected to last more than two (2) days.
2. Students and parent(s)/guardians(s) should plan to allow schools at least one (1) day of notice to prepare schoolwork for home use.
3. If the teacher is unable to send work home, he/she shall explain why and work with the student and family to provide make-up opportunities upon the student's return.

## **INTEGRATED PEST MANAGEMENT (IPM) ADVISORY TO ALL PARENT(S)/GUARDIAN(S)**

August 2011

Dear Parent/Guardian:

Grand Rapids Public Schools has adopted an Integrated Pest Management (IPM) program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than bait or gel formulations at your child's school. This advance notice of the application will be given forty-eight (48) hours before the application. The law requires us to do this notification by using two (2) methods. The first method required by the law is the posting at the primary entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least three (3) days before the application. If you would like to be notified by mail please contact the Operations Department at the following number 616-819-3010. Please give the Operations secretary your name, mailing address and what school your child attends.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Mark Chrusciel, the District's Director of Operations at phone number (616) 819-3010 or e-mail address [chruscielm@gtps.k12.mi.us](mailto:chruscielm@gtps.k12.mi.us). This number or e-mail may also be used when school is not in regular session.

Sincerely,

Mark Chrusciel  
Manager of Operations

# INTERNET AND DISTRICT-WIDE AREA COMPUTER NETWORK ACCEPTABLE USE POLICY

## ACCEPTABLE USE:

The Grand Rapids Public Schools (GRPS) has made electronic technology available to its students. The use of this technology by students is a **privilege** and must fall within acceptable use as outlined in the rules. The District reserves the right to log internet use and to monitor electronic mail space utilization by users. This means that there should be *no expectation of privacy* from the District's monitoring of student use of computer systems. The District shall, at its discretion, review the sites and programs accessed by individual students, as well as the messages sent or received by individual students. Such monitoring shall be conducted without notice.

## DISTRICT EQUIPMENT:

**Equipment:** Includes (but is not limited to): computers, drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, telephones, modems and other related technological resources.

**Software:** Includes (but is not limited to): computer software, print and non-print resources.

**Networks:** Include (but are not limited to): all voice, video and data systems, including the District's internal network and the internet.

## DISTRICT RIGHTS AND RESPONSIBILITIES:

1. GRPS is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:
  - a. Assigning and removing user accounts on the network(s).
  - b. Maintaining and repairing equipment that comprises the network(s).
  - c. Selecting software that the network will support.
  - d. Defining the rights and responsibilities of users.
  - e. Providing resources that support the mission of the District.
  - f. Providing training opportunities on the use, care and application of information technology, including training in new technologies, software and media as they are acquired and put into District use.
2. The District does *not* take responsibility for the content of resources accessed or located by users of technology. The District does *not* take responsibility for action taken by users of technology that does not support the purposes of the GRPS.
3. The District shall periodically make determinations on whether specific uses of the internet and/or District network are consistent with the *Acceptable Use Policy*.

## PROHIBITED STUDENT ACTIVITY: Students are prohibited from:

1. Using technology available through GRPS for personal or private business, for product advertisement or political lobbying or for incurring financial commitments on the internet.
2. Using technology to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs or to plant any type of virus in any computer system or program.
3. Using profanity, obscenity, discriminatory language, vulgarities and other inappropriate language or graphics.
4. Revealing any personal, confidential or private information about other individuals such as home addresses, phone numbers and so on.
5. Communicating that they are someone else, that they are representing someone else or that they are representing GRPS.
6. Using someone else's account number or password or allowing someone else to use their account number or password.
7. Using the system to obtain or to disseminate pornography as it is defined by the Supreme Court.
8. Ordering or making a commitment to pay for any goods or services without proper authorization.
9. Using technology to do anything unlawful, including violating any federal or state copyright or unfair trade laws.
10. Conducting any activity that exposes the District to litigation or expenses.
11. Violating any libel or slander laws.

## RESPONSE TO VIOLATIONS:

Response by the school and/or District to activities in violation of the prohibitions and/or student responsibilities outlined in this policy shall be in accordance with the *Uniform Discipline Code*. **See Acts of Misconduct and Disciplinary Action, Grades K-5, on pages 52 through 55; and Grades 6-12, on pages 56 through 61.**

## **STUDENT-DEVELOPED SUBJECT MATTER:**

**Definition:** *Student-Developed Subject Matter* means subject matter conceived or developed by a student during the student's use of GRPS systems, where such subject matter pertains or could pertain directly or indirectly to the then current educational activities of GRPS. Whether subject matter falls within the scope of *Student-Developed Subject Matter* shall be independent of whether the student's contribution to the development is alone or in collaboration with others. *Student-Developed Subject Matter* includes (but is not limited to): writings, designs, software and other materials and concepts which may be subject to proprietary rights protection.

**Disclosure and Assignment to GRPS:** Students shall promptly disclose to GRPS all *Student-Developed Subject Matter*, and all *Student-Developed Subject Matter* shall become and remain the exclusive property of GRPS. To the extent that any proprietary rights (including copyright rights) vest in the student as a result of the development of the *Student-Developed Subject Matter*, the student shall, without compensation, formally assign to GRPS all proprietary rights to the *Student-Developed Subject Matter*, and execute any documents considered necessary by the GRPS to perfect its proprietary rights therein. The GRPS shall pay all expenses relating to the perfection of such proprietary rights. The election of whether or not to file formal applications for proprietary rights protection for the *Student-Developed Subject Matter*, and the manner of preparation and prosecution of the same shall be solely within the discretion of the GRPS.

## **STUDENT RIGHTS AND RESPONSIBILITIES:**

### **Student Users of District equipment have the right to:**

1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources which facilitates learning and enhances educational information exchange.
3. Access direct networks and the internet to retrieve information, facilitate learning and enhance educational information exchange.

### **Student Users of District equipment are responsible for:**

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the District and the school.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment and software from entering the school via the internet.
4. Keeping hardware and software from being removed from school premises without prior consent.
5. Maintaining the integrity of the e-mail system and making only those e-mail contacts which facilitate learning and enhance information exchange.
6. Keeping all food and drink away from computers, printers and so on.
7. Adhering to all copyright guidelines and avoiding plagiarism.
8. Adhering to the rules (including network etiquette) established for the use of hardware, software, labs and networks in the school and through remote access.

***The Acceptable Use Policy, Internet and District-Wide Computer Network Agreement and Permission Form can be found on page 65.***

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) MODEL NOTICE**

The *Protection of Pupil Rights Amendment* (PPRA) affords Parent(s)/Guardian(s) of minor students and eighteen (18) years olds or other independent students (*eligible students*) certain rights regarding the Grand Rapids Public Schools conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include:

- 1. The right to consent before students are required to submit to a survey if it is funded in whole or in part by a program of the U.S. Department of Education (ED) and concerns one (1) or more of the following protected areas (*Protected Information Survey*):**
  - a. Political affiliations or beliefs of the student or student's parent.
  - b. Mental or psychological problems of the student or student's parent.
  - c. Sex behavior or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of others with whom respondents have close family relationships.
  - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers.
  - g. Religious practices, affiliations or beliefs of the student or parents.
  - h. Income, other than as required by law, to determine program eligibility.
  
- 2. The right to receive notice and an opportunity to opt a student out of:**
  - a. Any other *Protected Information Survey*, regardless of funding.
  - b. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information of others.
  - c. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
  
- 3. The right to inspect, upon request and before administration or use:**
  - a. *Protected Information Surveys* of students.
  - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
  - c. Instructional material used as part of the educational curriculum.

**Parents and eligible students who believe their rights have been violated may file a complaint with:**

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., S.W.  
Washington, D.C. 20202-4605**

## REINSTATEMENT OF SUSPENDED AND EXPELLED STUDENTS

Students suspended or expelled for more than ten (10) school days by the Grand Rapids Public Schools or other public school shall not be enrolled in any Grand Rapids Public School unless the student is eligible to return to school and the District approves.

### REINSTATEMENT FOLLOWING VIOLATIONS OTHER THAN STATE LAW:

Students suspended/expelled for more than ten (10) school days for any reason described in this policy, other than violations of state law, are eligible for reinstatement depending on their grade level and the duration of the suspension/expulsion.

### Procedures for reinstatement are as follows:

1. Conditions for reinstatement shall be identified at the student discipline hearing and a written copy mailed to the student and Parent(s)/Guardian(s). Conditions may include (but are not limited to):
  - Anger Management Program
  - Behavioral Contract
  - Community Service
  - Counseling or therapy with a licensed professional counselor or agency
  - Drug screening and/or Drug Counseling
  - Educational/Academic assignment
  - Mentor Service
  - Regular attendance and positive performance within an Interim Classroom
  - Restitution
2. Eligible students and a minor student's parent/guardian shall complete a *Request for School Reinstatement* and file it with *Student Services* when the:
  - Student's suspension/expulsion period is near completion.
  - Student has documentation showing that all of his/her identified conditions have been met.
3. For consideration of reinstatement, eligible students and a minor student's Parent(s)/Guardian(s) are to participate in a Reinstatement Meeting at *Student Services*. During this meeting, the *Request for School Reinstatement* is reviewed along with documentation confirming that all conditions have been met.
4. Consideration for a student's reinstatement shall include the following factors:
  - Extent to which reinstatement would create a risk of harm to students or school personnel.
  - Extent to which reinstatement would create individual or District liability.
  - Age and maturity of the student.
  - Student's school record before the suspension/expulsion.
  - Student's attitude concerning the incident that gave rise to the suspension/expulsion.
  - Student's behavior after the suspension/expulsion and the prospects for remediation.
  - Degree of cooperation and support student receives from his/her parent/guardian, including meeting the conditions of reinstatement.

### REINSTATEMENT FOLLOWING STATE LAW VIOLATIONS:

Students expelled for violations of state law, may be reinstated when they are eligible to return to school and the Board approves. Eligible students and the parent/guardian of a minor student may file a *Petition for Reinstatement* with *Student Services*.

Students in Grades K-5 expelled for possession of a firearm or threat with a dangerous weapon (Public Act 250) may petition for reinstatement any time after sixty (60) school days, but shall not be reinstated before the expiration of ninety (90) school days of the date of expulsion.

Students in Grades K-5 expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon may petition for reinstatement at any time, but shall not be reinstated before the expiration of ten (10) school days after the date of expulsion.

Students in Grades 6-12 expelled for possession of a dangerous weapon, committing arson in a school building or on school grounds, or committing Criminal Sexual Conduct in a school building or on school grounds, may petition for reinstatement anytime after one-hundred-and-fifty (150) school days, but shall not be reinstated before the expiration of one-hundred-and-eighty (180) school days after the date of expulsion.

### Procedures for reinstatement are as follows:

1. Conditions for reinstatement shall be identified at the discipline hearing and a written copy mailed to the student and parent/guardian. Conditions are similar to those identified in item number 1 on the previous page.
2. Eligible students and a minor student's parent/guardian shall complete a *Petition for School Reinstatement* and file it with *Student Services* when the:
  - a. Student has reached their identified eligibility date.
  - b. Student has documentation showing that all of his/her identified conditions have been met.
3. *Student Services* shall make reinstatement recommendations to the Superintendent (or designee), who shall then make appropriate recommendation to the Board.
4. Not later than ten (10) school days after the receipt of the petition, the Board President (or designee) shall appoint a committee to review the *Petition for School Reinstatement* and any supporting documentation confirming that all conditions have been met. The committee shall consist of:
  - a. Two (2) Board of Education members
  - b. One (1) school administrator
  - c. One (1) teacher
  - d. One (1) parent of a student in the district
5. Not later than ten (10) school days after the committee is appointed, the committee shall make a written recommendation to the Board regarding the petition. The recommendation shall be for:
  - a. Unconditional reinstatement
  - b. Conditional reinstatement
  - c. Against reinstatement

The recommendation shall consider all of the same factors listed in item number 4 on the previous page. The committee recommendation shall also contain an explanation regarding any additional conditions.

6. Not later than the next regularly scheduled board meeting after receiving the recommendation of the committee, the board shall make a decision to unconditionally reinstate, conditionally reinstate, or deny reinstatement of the individual. The board may require an agreement in writing upon a conditional reinstatement. Such conditions may include (but are not limited to) those listed in item number 1 on the previous page. **The decision of the board is final.**

## RESPONSE to INTERVENTION (Rti)/POSITIVE BEHAVIOR PROGRAM

Response to Intervention is comprised of four main components that work together to improve student outcomes. The four components are:

1. **Screening** – Teams conduct screening “tests” to identify or predict students who may be at risk for poor learning outcomes.
2. **Progress Monitoring** – Teams utilize progress monitoring is used to assess students’ academic performance, to quantify a student rate of improvement or responsiveness to instruction, and to evaluate the effectiveness of instruction.
3. **Data-based Decision-Making** – Teams use screening and progress monitoring data to make decisions about instruction, movement within the multi-level prevention system, and disability identification (in accordance with state law).
4. **Multi-level Prevention System** – Multi-level prevention system includes three levels of intensity or prevention. The primary prevention level includes high quality core instruction. The secondary level includes evidence-based intervention(s) of moderate intensity. The tertiary prevention level includes individualized intervention(s) of increased intensity for students who show minimal response to secondary prevention.

# SCHOOL SURVEILLANCE

The Grand Rapids Public Schools authorizes the use of surveillance cameras on school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors; and to safeguard District facilities, vehicles and equipment.

Surveillance cameras may be used in locations as deemed appropriate by the Superintendent of Schools (or designee) or Executive Director of Public Safety (or designee) but shall not be used in locations where there is a reasonable expectation of privacy.

The District shall notify students, Parent(s)/Guardian(s) and employees through handbooks, information guides, and/or other means of communication that surveillance may occur on school buses and on District property.

Students or employees in violation of Board policies, administrative directives, school rules or law shall be subject to appropriate disciplinary action. Illegal activities of students, employees or others shall be referred to appropriate law enforcement.

Students or employees who vandalize, damage, disable or render inoperable surveillance cameras and/or equipment shall be responsible for such losses, damages and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video, and/or audio recordings may become a part of a student's educational record or an employee's personnel file. Video, and/or audio recording may also be used in a criminal investigation when such images may aid in the investigation. No video or audio recording shall be released to any student, parent/guardian or employee until all investigations, either internal or external, have been closed. Video recordings may be released to third parties or applicants in conformance with the provisions contained in the *Freedom of Information Act, Public Act 442*.

The District shall comply with all applicable state and federal laws related to recording, maintaining and retaining video recordings. Only the District or school administrators, public safety/security officers and members of the police shall have access to video monitors while they are in operation. Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

## SCHOOL-WIDE POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

PBIS sets out clear behavioral expectations for both students and staff. Each building chooses three to five expectations (areas of focus) around which they determined what positive behavior looks like for each expectation. PBIS is grounded in the following:

1. **Behavioral Expectations** – This promotes the creation of rules, routines, and physical arrangements that are developed and taught by school staff to prevent initial occurrences of behavior the school would like to target for change.
2. **Labeling Appropriate Behavior in Actions** – The school team would then build a matrix (graph) listing the behavioral expectation in a horizontal row. There would be column labels above the behavioral expectations listing all the areas in the school where this behavior could be: 1) taught, 2) modeled, 3) practiced, and 4) observed. For example, in middle and high school the columns might include: 1) commons area, 2) cafeteria, 3) gymnasium, 4) bus, 5) hallway, 6) restroom, and 7) sidewalks.
3. **Teaching Appropriate Behavioral Actions** – During the first weeks of school, adults will model the appropriate behavior, students emulate the new behavior before they rotate to the next learning station. Adults give feedback to the students on their performance during the training, to alleviate any misrules they may begin. Expectations will be re-taught and re-modeled, progress will continue to be monitored and feedback will be continuously given.
4. **Observing and Praising Appropriate Behavioral Actions** – The building leadership team would also determine how they intended to "catch" students exhibiting the appropriate behaviors. Students who are "caught" exhibiting appropriate behaviors will be acknowledged and celebrated.
5. **Consequences/Follow-through** – Research shows that PBIS works for 80% of all students in a given school (based on a criterion of the number of students who have one or fewer office discipline referrals per month). But obviously, no intervention works across the board for all students; therefore, consequences aligned with school and District policy may be employed, but they should also be in line with the expectation the student failed to exhibit.

# SPECIAL EDUCATION AND SECTION 504 POLICIES

## SPECIAL EDUCATION:

Each building in the Grand Rapids Public Schools has a *Student Study Team* to assist staff and Parent(s)/Guardian(s) in meeting the academic, behavioral and emotional needs that students may present. The team is comprised of general and special education staff that confers to develop strategies to assist students in improving their achievement. The result of the intervention may be improved school performance or a referral for a special education evaluation.

Parent(s)/Guardian(s) who have a concern about their student's progress in school, suspect that their student may have a disability or needs special education or related services, *should contact their Principal (or designee) in writing*. After reviewing the information and/or interventions designed by the *Student Study Team* and implemented by the school, the Principal may ask the parent/guardian to sign a consent form for a special education evaluation, or the parent/guardian *may request in writing*, the special education referral.

## SECTION 504:

The Grand Rapids Public Schools complies with Section 504 of the *Rehabilitation Act*, which, among other things, prohibits discrimination against covered persons on the basis of disability. This nondiscrimination obligation under Section 504 applies to: admission, access to, or participation in, services provided to students or employment in, District programs and activities.

Students may be considered disabled under Section 504, even though they do not require services, pursuant to the federal law, *Individuals with Disabilities Education Act* (IDEA). For purposes of determining a student's eligibility for accommodations or other special treatment under Section 504, a *person with a disability* means a student who currently has a physical or mental impairment that substantially limits (prevents or severely restricts) one (1) or more major life activity (i.e.: walking, seeing, hearing, speaking, breathing, learning, caring for self, or performing manual tasks). If a student is determined to be a person with a disability, the District reviews whether any special accommodations or services are appropriate. A parent/guardian, teacher or other certified school employee may refer students.

### **Students may qualify for services under IDEA or Section 504, if they meet the eligibility requirements of the State of Michigan and Federal Government.**

The Board has designated a Section 504 Coordinator/Compliance Officer to coordinate the District's efforts to comply with Section 504 and to investigate and attempt to resolve grievances regarding alleged violations of Section 504 and this policy. A copy of Section 504 and its implementing regulations may be obtained from the Section 504 Coordinator/Compliance Officer. Parent(s)/Guardian(s) may contact *Student Services* by calling 819-2150 for further information.

Any parent/guardian, who suspects their student may have a disability that requires accommodation or other special treatment, should *contact their Principal (or designee) in writing* for assistance. In addition, complaints about suspected discrimination or harassment based on a student's disability should be brought to the attention of the 504 Coordinator/Compliance Officer in *Student Services*, who will provide information about the District's grievance procedures.

## STUDENT PARKING PROCEDURES

The **privilege** of parking on Grand Rapids Public School property requires a parking sticker, which may be purchased from the *Department of Public Safety* and school security. Any student who plans to park a vehicle on GRPS property must follow all of the District rules related to student parking as follows:

1. All cars driven on campus are to be registered.
2. A fifteen dollar (\$15) annual parking fee is to be paid for each vehicle registered.
3. All vehicles, which are parked on GRPS property, are to be issued a parking sticker by September 15 of each school year. The sticker is valid through the entire school year, September through June.
4. Parking stickers are to be displayed in the front lower passenger side of the vehicle's windshield or displayed from the rear view mirror facing outwards, so it can easily be read.
5. A ten dollar (\$10) replacement fee shall be charged for lost or damaged stickers.
6. Intentional removal of a parking sticker or unregistered vehicles found parked on GRPS property shall result in a parking ticket for unauthorized parking. **NO WARNINGS** are given for a vehicle that is on the campus and not registered. The cost of the parking ticket, is determined by the GRPS Parking Enforcement, and is to be paid to the *Grand Rapids Public Schools/Department of Public Safety*.
7. Parking stickers are not to be switched with other students or transferred to any another vehicle.
8. Students are to park in their designated parking areas and are to occupy one (1) parking space only. Parking in areas designated for staff or visitors shall result in a parking ticket.
9. Improperly or illegally parked cars may be ticketed, booted, and/or towed.
10. Once a ticket is turned over to the *GRPS Department of Public Safety*, it cannot be voided by any employee of the Grand Rapids Public Schools.
11. Students are to vacate their cars upon arrival at school and are to remain out of their cars and the parking lot throughout the school day. Students are to not use their car as a locker.
12. Student drivers are to leave school grounds during the school day only with a pass.
13. Students who leave school grounds without a pass, or permission, during the school day are subject to suspension of their parking privileges and/or further discipline. The suspension period is determined by the building administrator (or designee).
14. Any car entering or leaving school premises may be stopped and checked by a school administrator (or designee). Failure to stop a vehicle may result in disciplinary action.
15. GRPS School Officials reserve the right to enforce the District's policy on *Automobile Inspections* if necessary. Vehicles parked on school property are subject to search at any time by School Officials if there is reasonable suspicion of any activity that interferes with the educational process and/or violates any policies in the *Student Policy Handbook*. **Also see Searches: Automobile Inspections on page 15.**
16. Speed limits and the rules of safe driving are to be adhered to at all times. Citations for unsafe driving may be issued and may result in revocation of all driving and parking privileges on GRPS property.
17. Careless or reckless driving that creates a potential hazard or danger results in the loss of driving privileges.
18. GRPS is not responsible for any stolen or damaged vehicles parked on District property.
19. Violations of GRPS *Student Parking Procedures* subject students to the consequences of the District's *Uniform Discipline Code*.

SECTION 3:  
CODE OF CONDUCT  
GRADES K-5

## **ACTS OF MISCONDUCT AND DISCIPLINARY ACTION GRADES K-5**

In order to maintain a positive classroom climate for learning, a *Uniform Discipline Code with Levels of Misconduct and Disciplinary Action* has been developed. The Principal shall notify Parent(s)/Guardian(s) of any suspension before it occurs. The student shall be assigned homework during the period of suspension for completion and submission to the classroom teacher on the day of readmission.

### **LEVEL I – ACTS OF MISCONDUCT:**

These acts of misconduct include those student behaviors which are generally described as mildly disruptive, committed without malice, not purposely disrespectful, but which disrupt the orderly educational process in the classroom or on school grounds. This level includes (but is **not** limited to) the following:

- Disruptive behavior
- Failure to carry out directions, follow classroom or school guidelines
- Falsifying information (signing homework and so on)
- Improper dress (bare feet, wearing hats, immodest dress, sagging pants, inappropriate logos/advertisements/language on apparel and so on)
- Inappropriate internet or computer use, including (but **not** limited to): accessing inappropriate sites, publishing or producing material not related to a school or class assignment, creating inoffensive but inappropriate images on the student's screen or the screens of others
- Littering
- Posting/distributing or possessing unauthorized materials
- Running or making excessive noise in the hall or building
- Unacceptable physical contact (kissing, rough play and so on)
- Unauthorized use of an electronic device (first offense)

### **LEVEL I – DISCIPLINARY ACTION:**

All *Level I Acts of Misconduct* are handled (resolved) on the spot in the classroom, hall, lunchroom, playground and other school areas by attending staff. Parent/guardian contact shall be made at the discretion of the teacher or principal. Continued *Level I Acts of Misconduct* may be treated as *Level II Acts of Misconduct* following Parent/Guardian contact and Teacher-Principal agreement.

**Note:** Documentation is not required and is at the teacher's discretion unless *Level I Acts of Misconduct* are moved to a *Level II*.

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

## LEVEL II – ACTS OF MISCONDUCT:

These acts of misconduct include those student behaviors which are generally described as deliberate and which disrupt the orderly educational process in the classroom or on school grounds. This level includes (but is **not** limited to) the following:

- Continuation of unmodified *Level I Acts of Misconduct*
- Cheating (obtaining information in violation of classroom rules, altering grades and so on)
- Creating or displaying profane, obscene, indecent, immoral, or offensive language, gestures, or materials (using racial or ethnic slurs, biased language, illustrations or behavior and so on)
- Disrespect for rightful authority
- Failure to cooperate with school personnel (leaving the classroom or grounds without permission and so on)
- Harassment or verbal abuse of other students (creating a hostile environment)
- Hitting, pushing or intentionally hurting other students
- Inappropriate internet or computer use, including (but **not** limited to): generating an expense of up to fifty dollars (\$50), publishing offensive material on the internet or the GRPS internal network, creating offensive images or defamation of an individual or group
- Throwing objects (snowballs, stones, food and so on)

**Note:** A student charged with four (4) of the same *Level II Acts of Misconduct* shall be suspended. A student charged with four (4) *different Level II Acts of Misconduct* can be suspended at the discretion of the principal.

## LEVEL II – DISCIPLINARY ACTION:

- **First Violation:**
  1. Teacher completes *Conduct Report*.
  2. Student writes, dictates or discusses a *Corrective Plan*.
  3. Copies of *Conduct Report* and *Corrective Plan* are sent to parent/guardian.
  4. Teacher or Principal may contact parent/guardian.
- **Second Violation:**
  1. Teacher completes *Conduct Report*.
  2. Student writes, dictates or discusses a *Corrective Plan*.
  3. Student could receive a Time-Out period.
  4. Copies of *Conduct Report* and *Corrective Plan* are sent to parent/guardian.
  5. It is essential that teacher or Principal contact parent/guardian.
- **Third Violation:**
  1. Teacher completes *Conduct Report*.
  2. Student writes, dictates or discusses a *Corrective Plan*.
  3. Student could receive a Time-Out period.
  4. Copies of *Conduct Report* and *Corrective Plan* are sent to parent/guardian.
  5. Teacher-Student-Parent/Guardian-Administrator Conference is mandatory and scheduled immediately. A *Contract* is optional at this meeting. Parent/guardian is informed of Fourth Violation consequences should violations continue to occur. Parent(s)/Guardian(s) who do not attend the conference shall be notified, in writing, of potential Fourth Violation consequences.
- **Fourth Violation:**
  1. Principal completes *Suspension Notice*.
  2. Principal contacts parent/guardian (phone call or home-call/visit) regarding suspension before it is implemented.
  3. Out-of-school/program Suspension is implemented. Length of suspension generally not to exceed three (3) school days but is at the discretion of the principal. Severe circumstances may warrant suspension for a longer period of time but is not to exceed five (5) school days. *A student suspended from school is not allowed to attend school or any school-related activity for the period of the suspension.* The student shall be assigned homework during the period of suspension for completion and submission to the classroom teacher on the day of readmission.
  4. Parent/Guardian-Student-Principal Conference is required with each Out-of-school/program Suspension.

**Notes:** A student returning from Out-of-School/Program Suspension and repeating the same or similar behavior shall go to *Level I, II, or III Disciplinary Action* at the discretion of the principal.

A *Conduct Report* can be removed after January 1, and this action may also be repeated after April 1, at the discretion of the principal, giving the student an opportunity for a fresh start.

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

### LEVEL III – ACTS OF MISCONDUCT:

These acts of misconduct include those student behaviors, which are generally described as seriously disruptive and in clear defiance of authority. These student behaviors clearly disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are illegal. This level includes (but is **not** limited to) the following:

- Continuation of unmodified *Level II Acts of Misconduct*
- Arson (**Public Act 250**)
- Bomb threat or similar threat directed against a school building, school property or school related event (**Public Act 104**)
- Bullying and verbal threat to student
- Criminal Sexual Conduct (CSC) (**Public Act 250**)
- Extortion or robbery
- False activation of a fire alarm
- Gambling (playing games for money and so on)
- Inappropriate internet or computer use, including (but **not** limited to): generating an expense over fifty dollars (\$50), modifying GPRS programmatic files or web pages without authorization, creating a web page without authorization, using another person's password or account, unauthorized disclosure of test questions, sexual harassment, spreading confidential information, causing a computer or network to crash, creating a computer virus or other form of computer disruption, theft of software, vandalizing software or hardware, intimidating others or using internet to post threats or harass students or staff
- Physical assault of staff (**Public Act 104**)
- Physical assault of student
- Possession, concealment, threat, attempted use or use of a weapon or *look-alike* weapon including (but **not** limited to): knife with a blade three (3) inches or less in length, box cutter, straight-edge razor, pepper spray, chemical mace, OC spray, bb gun (air soft gun and so on)
- Possession of a firearm (**Public Act 250**)
- Possession or distribution of pornographic material as defined by the Supreme Court
- Possession or lighting of fireworks (gas-ejecting device and so on)
- Racial or ethnic harassment (creating a hostile environment)
- Serious fight
- Sexual misconduct, harassment or inappropriate sexual activity (creating a hostile environment)
- Smoking, possession or use of chewing tobacco or other tobacco products
- Theft
- Threat with a *dangerous weapon* (**Public Act 250**)
- Unauthorized possession, use, delivery, sale of prescribed drug or other intoxicant, lawful or unlawful
- Unauthorized use of an electronic device (repeated offense)
- Vandalism, destruction of property or graffiti
- Verbal assault of staff/verbal threat of serious bodily injury to staff

### LEVEL III – DISCIPLINARY ACTION:

Disciplinary action for *Level III Acts of Misconduct* may include the following:

- Short-term Suspension (10 School Days or less)
- Long-term Suspension (more than 10 School Days)
- Disciplinary Reassignment
- Expulsion
- Police Contact or Arrest

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

SECTION 4:  
CODE OF CONDUCT  
GRADES 6-12

## **ACTS OF MISCONDUCT/DISCIPLINARY ACTION GRADES 6-12**

It is necessary for students and Parent(s)/Guardian(s) to understand that deviations from expected behavior may result in disciplinary action. Disciplinary action in *Levels I through V* shall occur in response to student misbehavior as the administrator recommends. The Principal (or designee) is responsible for recommending all disciplinary action, including in-school and out-of-school/program suspension. In each situation, the question of whether or not an act of misconduct occurred that warrants disciplinary action shall be determined administratively, by a building administrator or a hearing officer.

The behaviors listed below are **not** all inclusive. Other student conduct may result in disciplinary action when in the judgment of an administrator the student's conduct is unsafe, disruptive or interferes with the educational process.

### **LEVEL I – ACTS OF MISCONDUCT:**

These acts of misconduct include those student behaviors which are generally described as mildly disruptive, committed without malice, not purposefully disrespectful, but which disrupt the orderly educational process in the classroom or on school grounds. This level includes (but is **not** limited to) the following:

- Failure to carry out directions, follow classroom and/or school guidelines
- Improper dress (wearing hats, bare feet, immodest/extreme/exhibitionist dress, sagging pants, inappropriate logos/advertisements/language on apparel, gang apparel and so on)
- Inappropriate internet or computer use, including (but **not** limited to): accessing inappropriate sites, publishing or producing material not related to a school or class assignment, creating inoffensive but inappropriate images on the student's screen or the screens of others
- Littering
- Not in possession of ID
- Running and/or making excessive noise in the hall or building
- Unacceptable physical contact (kissing, petting, rough play and so on)
- Unauthorized use of electronic device (first offense)

### **LEVEL I – DISCIPLINARY ACTION:**

#### **First Violation:**

##### **Minimum:**

- Staff Intervention
- Teacher-Student Conference
- School Detention

##### **Maximum:**

- Teacher-Student-Parent/Guardian-Counselor Conference

#### **Repeated/Flagrant Violations:**

##### **Minimum:**

- Teacher-Student-Parent/Guardian-Counselor Conference

##### **Maximum:**

- Staff Intervention
- In-School Suspension

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

## **LEVEL II – ACTS OF MISCONDUCT:**

These acts of misconduct include those student behaviors which are described as deliberate and which disrupt the orderly educational process in the classroom or on school grounds. This level includes (but is **not** limited to) the following:

- Continuation of unmodified *Level I Acts of Misconduct*
- Cheating on tests, exams or school projects (in this instance the student shall also receive a failing grade)
- Creating or displaying profane, obscene, indecent, immoral or offensive language, gestures or material
- Failure to cooperate with school personnel (leaving the classroom or school grounds without permission and so on)
- Harassment or verbal abuse of other students (creating a hostile environment)
- Inappropriate internet or computer use, including (but **not** limited to): generating an expense of up to fifty dollars (\$50), publishing offensive material on the internet or the GRPS internal network, creating offensive images, defamation of an individual or a group
- Loitering
- Posting, distributing, or possessing unauthorized material
- Tardiness
- Throwing objects (snowballs, stones, food and so on)

## **LEVEL II – DISCIPLINARY ACTION:**

### **First Violation:**

#### **Minimum:**

- Staff intervention
- Teacher-Student-Parent/Guardian-Counselor Conference
- School Detention

#### **Maximum:**

- Staff Intervention
- Teacher-Student-Parent/Guardian-Conference
- In-School Suspension

### **Repeated/Flagrant Violations:**

#### **Minimum:**

- Out-of-School/Program Suspension (1-3 School Days)

#### **Maximum:**

- Disciplinary Reassignment

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

### **LEVEL III – ACTS OF MISCONDUCT:**

These acts of misconduct include those behaviors which are generally described as seriously disruptive and in clear defiance of authority. These student behaviors clearly disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are illegal. This level includes (but is **not** limited to) the following:

- Continuation of unmodified *Level II Acts of Misconduct*
- Disrespect for rightful authority (refusing to show an ID and so on)
- Disruptive behavior or any behavior which interferes with the educational process
- Forgery/falsifying information, making false report, giving false information that may compromise student and staff safety
- Gambling (playing games for money and so on)
- Hostile actions (including inciting a fight or other disruptive behavior)
- Inappropriate internet or computer use, including (but **not** limited to): modifying GRPS programmatic files or web pages without authorization, creating a web page without authorization, using another person's password or account, unauthorized disclosure of test questions
- Interfering with school authorities and programs through behavior including (but **not** limited to): walk-outs, boycotts, sit-ins, trespassing
- Profane, obscene, indecent, immoral or offensive language, and/or including gestures, racial or ethnic slurs, or biased language, illustrations or behavior (creating a hostile environment)
- Smoking or possession of chewing tobacco or other tobacco products
- Truancy (failing to attend class without a valid excuse)
- Vandalism (graffiti, tagging and so on) generating an expense less than one-hundred dollars (\$100)

### **LEVEL III – DISCIPLINARY ACTION:**

#### **First Violation:**

##### **Minimum:**

- Staff Intervention
- In-School Suspension

##### **Maximum:**

- Staff Intervention
- Out-of School Suspension (1-3 School Days)

#### **Repeated/Flagrant Violations:**

##### **Minimum:**

- Out-of-School/Program Suspension (1-3 School Days)

##### **Maximum:**

- Disciplinary Reassignment
- Out-of-School/Program-Suspension (6-10 School Days)

#### **Truancy:**

##### **Minimum:**

- Teacher-Student-Parent/Guardian-Administrator Conference
- Referral to Family Support Specialist
- In-School Suspension

##### **Maximum:**

- Disciplinary Reassignment
- Referral to *Children's Protective Services (CPS) and/or 61<sup>st</sup> District Court*
- In-School Suspension

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

#### **LEVEL IV – ACTS OF MISCONDUCT:**

These acts of misconduct include those student behaviors which very seriously disrupt the orderly education process in the classroom or on school grounds. In many cases, these behaviors are also illegal. This level includes (but is **not** limited to) the following:

- Concealment, unauthorized distribution, sale, trade or possession with intent to distribute, sell or trade any items of value including (but **not** limited to): article of clothing, candy, cell phone, cell phone chip, CD, DVD, tapes, electronic device, jewelry, or any other item identified as inappropriate by a building administrator
- Continuation of unmodified *Level III Acts of Misconduct*
- Fighting
- Inappropriate internet or computer use, including (but **not** limited to): generating an expense under one-hundred dollars (\$100), sexual harassment, spreading confidential information
- Making a false report of sexual harassment (creating a hostile environment)
- Possession or distribution of pornographic materials as defined by the Supreme Court, including possession or distribution of pornographic material through electronic form
- Possession or sale of stolen property
- Racial or ethnic harassment (creating a hostile environment)
- Sexual harassment
- Theft under one-hundred dollars (\$100)
- Unauthorized use of an electronic device (repeated offense)
- Use of force, intimidation or coercion
- Vandalism generating an expense under one-hundred dollars (\$100)

#### **LEVEL IV – DISCIPLINARY ACTION:**

##### **First Violation:**

###### **Minimum:**

- Staff Intervention
- Out-of-School/Program Suspension (1-5 School Days)

###### **Maximum:**

- Agency Referral
- Police Contact
- Out-of-School/Program Suspension (10 or More School Days)

##### **Repeated/Flagrant Violations:**

###### **Minimum:**

- Out-of-School/Program Suspension (6-10 School Days)

###### **Maximum:**

- Out-of-School/Program Suspension (10 or More School Days)
- Disciplinary Reassignment
- Expulsion
- Police Contact

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

## LEVEL V – ACTS OF MISCONDUCT:

These acts of misconduct include those student behaviors which very seriously disrupt the orderly educational process in the classroom or on school grounds. In many cases, these behaviors are also illegal. This level includes (but is **not** limited to) the following:

- Any continued behavior which is disruptive to the process of education
- Arson (**Public Act 250**)
- Bomb threat or similar threat directed against a school building, school property or school-related event (**Public Act 104**)
- Bullying or verbal threat to students
- Burglary, extortion or robbery
- Criminal Sexual Conduct (CSC) (**Public Act 250**)
- False activation of a fire alarm
- Force, intimidation, coercion or participation in gang-like activity
- Gang-related activity and/or gang-related characteristics including (but **not** limited to): gang apparel, colors, jewelry, notebooks, gang symbols, hand signs that denote gang affiliation, displaying gang signs, weapons, depicting gang affiliation on Bebo, My Space, Facebook and all other social internet sites
- Illegal behavior or criminal conduct
- Inappropriate internet or computer use, including (but **not** limited to): generating an expense of one-hundred dollars (\$100) or more, causing a computer or network crash, creating a computer virus or other form of computer disruption, theft of software, vandalizing software or hardware, intimidating others or using internet to post threats or to harass students or staff
- Physical assault of staff (**Public Act 104**)
- Physical assault of student (**Public Act 451**)
- Possession, concealment, or use of an explosive device, any gas-ejecting device, fireworks, or any substance or device which can be used as an explosive device and so on
- Possession, concealment, threat, attempted use, or use of a *dangerous weapon* (**Public Act 250**)
- Possession, concealment, threat, attempted use, or use of a *weapon* or *look-alike weapon* including (but **not** limited to): knife with a blade less than three (3) inches in length, box cutter, straight-edge razor, pepper spray, chemical mace, OC spray, air soft gun, bb gun and so on
- Possession, delivery, sale, or use of alcohol or illegal dangerous drugs or other substances masquerading as illegal controlled drugs\* (**See Note below**)
- Possession, delivery, sale or use of unauthorized prescribed drug or other intoxicant, lawful or unlawful
- Sexual misconduct or inappropriate sexual activity
- Theft over one-hundred dollars (\$100)
- Vandalism generating an expense over one-hundred dollars (\$100) or criminal damage to property
- Verbal assault/verbal threat of serious bodily injury of staff (**Public Act 104**)

\***Note:** Students found to be in use or possession of alcohol, illegal or dangerous drugs or other substances masquerading as illegal controlled drugs may have the length of their suspension reduced upon receipt of written proof of an assessment from a licensed substance abuse program, as administered by a suspension review conducted by the Principal (or designee) and/or *Student Services*.

## LEVEL V – DISCIPLINARY ACTION:

### Minimum:

- Staff Intervention
- Disciplinary Reassignment
- Out-of-School/Program Suspension (6-10 School Days)

### Maximum:

- Long-Term Suspension (more than 10 School Days)
- Expulsion
- Police Contact or Arrest

**NOTE: THE DISTRICT RESERVES THE RIGHT TO RECOMMEND MORE SEVERE DISCIPLINE  
BASED ON THE NATURE OF THE VIOLATION**

# NOTES:

SECTION 5:  
SIGNATURE SHEETS



# ACCEPTABLE USE POLICY/AGREEMENT AND PERMISSION FORM INTERNET AND DISTRICT-WIDE AREA COMPUTER NETWORK

To be completed and returned to your student's teacher prior to student use of the Internet, District-Wide Area Network, computers and related equipment. Please review with your student all information in the *Uniform Discipline Code* contained in this handbook.

Dear Parent/Guardian:

All students shall receive orientation to the *Uniform Discipline Code* at school. It would be most helpful if you know and understand our school rules so that we may work cooperatively in improving our educational program.

As the parent/guardian of this student, I have read the ***Uniform Discipline Code*** and the Grand Rapids Public Schools ***Internet and District-Wide Area Computer Network Acceptable Use Policy (pages 44 and 45)*** regarding use of computers and related equipment. I have discussed appropriate use of the internet and the rights and responsibilities outlined in the District's *Acceptable Use Policy* with my student. I understand that student access is intended for educational purposes and that the Grand Rapids Public Schools has taken precautions to eliminate access to controversial and inappropriate materials. I shall not hold the Grand Rapids Public Schools responsible for materials acquired via the Internet/Network. I agree to indemnify, and hold the District harmless, for any monetary liabilities or obligations incurred by the student identified below through his/her unauthorized activity while using the District's computer systems. I accept full responsibility for supervision if and when my student accesses a Grand Rapids Public Schools home page/web site while not in a school setting. I hereby give permission for my student's use of this resource.

## STATEMENT OF CONSENT

Please sign and return this form to school so that we know you are aware of the *Uniform Discipline Code for Student Conduct* and the *Internet and District-Wide Area Computer Network Acceptable Use Policy* contained in the *Student Policy Handbook* and have received a written copy of both.

Parent/Guardian Name (printed)

Signature of Parent/Guardian

Date

**I understand and shall abide by the Grand Rapids Public Schools *Internet and District-Wide Area Computer Network Acceptable Use Policy* regarding computers and related equipment. I further understand that any violation of the policy shall require response from the District as outlined by the Grand Rapids Public School's *Uniform Discipline Code for Student Conduct*.**

Student Name (printed)

Signature of Student

Date





## MEDICATION/TREATMENT CONSENT

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ School Yr: \_\_\_\_\_

Diagnosis/Condition: \_\_\_\_\_

**CONSENT FOR ADMINISTRATION OF HEALTH TREATMENT and/or MEDICATION AT SCHOOL**

- Parents are urged to provide health treatments and give medication at home and on a schedule other than school hours if possible. If it is necessary that treatments and/or medication be provided during school hours, these regulations must be followed. PLEASE NOTE - "Medication" refers to any prescription, non-prescription, homeopathic, herbal, vitamin, or mineral preparation.
- Health treatments and medications must be prescribed in writing by a physician or other licensed health care provider and must be renewed at least annually. Providers complete Part 1 below and must sign form – Part 2 and fax written instructions to school.
- All medication, prescription and non-prescription, must be brought to school in the original pharmacy container with a current label showing the name of the student, medication, strength, dosage, and time(s) to be given. Only the parent/guardian or other responsible adult or the pharmacy may deliver the medicine to school. Students are not allowed to bring their own medication to school.
- Health treatment supplies will be provided for school use for each student by parent/guardian as needed.
- Parent/guardian written permission is required to administer treatments and medications at school as directed by physician/licensed health care provider, including permission to contact provider as necessary. Parent must sign below – Part 2.

**PART 1 – PHYSICIAN/HEALTH CARE PROVIDER INSTRUCTIONS:**

<i>Treatment/Medication</i>	<i>Strength</i>	<i>Dosage/Route</i>	<i>Times(s)/Frequency</i>	
			<i>Home</i>	<i>School</i>

**Recommendations, Special Considerations, Side Effects, Precautions, Allergies:**

\_\_\_\_\_

\_\_\_\_\_

**PART 2 – AUTHORIZATION SIGNATURES**

The following signatures serve as written authorization for permission to administer health treatment and/or medication as directed at school. Authorization includes permission for school personnel and health care provider to contact each other if needed. **Medication and Treatment information is kept confidential but it may be shared with appropriate staff for emergency care.**

<u>Print Name</u>	<u>Signature</u>	<u>Date</u>	<u>Phone</u>	<u>Fax</u>
Physician/Provider: _____	_____	_____	_____	_____
Parent/Guardian: _____	_____	_____	_____	_____





**MEDICATION/TREATMENT CONSENT FOR SELF-ADMINISTRATION**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ School Yr: \_\_\_\_\_  
 Diagnosis/Condition: \_\_\_\_\_

**CONSENT FOR SELF ADMINISTRATION OF HEALTH TREATMENT and/or MEDICATION AT SCHOOL**

- Parents are urged to provide health treatments and give medication at home and on a schedule other than school hours if possible. If it is necessary that treatments and/or medication be provided during school hours, these regulations must be followed. PLEASE NOTE - "Medication" refers to any prescription, non-prescription, homeopathic, herbal, vitamin, or mineral preparation.
- Self-administration provisions are for high school students only with the exception of inhalers.
- Health treatments and medications must be prescribed in writing by a physician or other licensed health care provider and must be renewed at least annually. Providers complete Part 1 below and must sign form – Part 2 and fax written instructions to school.
- All medication, prescription and non-prescription, must be brought to school in the original pharmacy container only with a current label showing the name of the student, medication, strength, dosage, and time(s) to be given. Metered dose inhalers must have a label attached to the container.
- Health treatment supplies will be provided for school use for each student by parent/guardian as needed.
- Parent/guardian written permission is required for student to self-administer treatments and medications at school as directed by physician/licensed health care provider, including permission to contact provider as necessary. Parent must sign below – Part 2.
- Any misuse of medication by a student, including selling or giving away the medication, that violates Grand Rapids Public Schools policies will result in revocation of self-administration privileges and may result in a referral to law enforcement officials. Please see the student handbook for Grand Rapids Public Schools policies regarding medication at school.

**PART I – PHYSICIAN/HEALTH CARE PROVIDER INSTRUCTIONS:**

<i>Treatment/Medication</i>	<i>Strength</i>	<i>Dosage/Route</i>	<i>Times(s)/Frequency</i>	
			<i>Home</i>	<i>School</i>

**Recommendations, Special Considerations, Side Effects, Precautions, Allergies:**

\_\_\_\_\_  
 \_\_\_\_\_

**PART 2 – AUTHORIZATION SIGNATURES**

The following signatures serve as written authorization for permission for student to self-administer health treatment and/or medication as directed at school. Authorization includes permission for school personnel and health care provider to contact each other if needed. **Medication and Treatment information is kept confidential but it may be shared with appropriate staff for emergency care.**

Please note: School personnel will not supervise the medication administration or have responsibility in the process. Parent/guardian will be notified of any observed violation of the above guidelines.

	<u><i>Print Name</i></u>	<u><i>Signature</i></u>	<u><i>Date</i></u>	<u><i>Phone</i></u>	<u><i>Fax</i></u>
Physician/Provider:	_____	_____	_____	_____	_____
Parent/Guardian:	_____	_____	_____	_____	_____
Student:	_____	_____	_____	_____	_____



## VEHICLE DESIGNATION SLIP

To be completed and returned to your child's teacher prior to your student participating in school sponsored activities/field trips that require transportation to and from school in automobiles that may be owned by the school, or by an employee or volunteer.

Dear Parent/Legal Guardian:

Grand Rapids Public Schools see the education process as much more than Reading, Writing and Arithmetic. Exposure to our culture through field trips and outings is an integral part of developing our children into responsible, well-adjusted adults. However, provisions in the State law make these outings very difficult.

The law requires students to be transported by school bus in almost every situation. Unfortunately, this makes outings, which involve only a few students at a time, impractical due to the expense.

However, the State does allow schools to use standard automobiles to transport students, provided the parents have given consent. Therefore, we ask that you read and sign the following statement so that these educational field trips may continue.

Please rest assured that the school does NOT take the safety of your child lightly, and that precautions will be taken to protect your child's safety, including the mandatory use of seat belts and booster seats where required by law. Should you have any questions or concerns, please feel free to contact the school's Risk Management Office at 819-2045.

### STATEMENT OF CONSENT

I agree to allow my child to be transported to and from school, a and school related activities, in automobiles that may be owned by the school, or by an employee or volunteer. I understand that these vehicles are not school buses, and as such, are not in compliance with all current regulations for school buses. I feel that the additional risk of transporting my child in a car, as opposed to a bus, is acceptable as it allows my child educational enrichment beyond the classroom environment.

Student's Name **(Printed)**

Parent/Guardian Name **(Printed)**

Date

Parent/Guardian Signature



# FAMILY RESOURCES

<b>DOMESTIC VIOLENCE</b>		
Safe Haven		452-6664
YWCA		459-7062
<b>LAW VIOLATIONS</b>		
Emergencies		911
Grand Rapids Police		456-3400
Kent County Sheriff	Dispatch/non-emergencies	632-6100
<b>MENTAL HEALTH</b>		
Network 180 Access Center		336-3909
<b>PROTECTIVE SERVICES</b>		
Children's Assessment Center	Sexual Abuse Issues	336-5160
Children's Protective Services	24-hour phone line Child abuse and neglect	248-9600
<b>SUBSTANCE ABUSE</b>		
Network 180 Access Center		336-3909
<b>OTHER</b>		
Grand Rapids Public Schools	Administrative Offices	819-2000
Grand Rapids Public Schools	Student Services	819-2150
Home Repair Services of Kent County		241-2601
In the Image	Gently used clothing, household items, furniture and appliances	456-6150
Michigan Relay Services		1-800-649-3777
United Way	Community Resources	211 or 459-2255
Wherever God Wills	Free computer to low income students in GR in exchange for community service	452-2683