STUDENT/PARENT HANDBOOK

2018-19

Student Attendance Hotline 24/7: (810) 591-3386
Student Attendance Email: GCI@geneseeisd.org

G-5081 Torrey Road, Flint, MI 48507
Main Office: (810) 591-4462
Fax Number: (810) 244-1242
www.geneseecareerinstitute.org
WELCOME GCI STUDENTS!

Congratulations and welcome to the Genesee Career Institute. As the Career Technical Education division of the Genesee Intermediate School District, we are proud of the opportunities our programs afford to students.

The entire staff is committed to ensuring that you, the student, enjoy a meaningful experience as you begin the journey to your future career. The Genesee Career Institute provides a challenging environment where all learning and teaching is relevant to your career pathway. We encourage you to assume personal responsibility by working hard, asking questions, and taking advantage of the numerous opportunities available at GCI.

We believe that Genesee Career Institute graduates can find success “anywhere in the world.” We hope that you are as excited about your possibilities as we are! If you have a question or need some help, please stop and see me. I am looking forward to a great 2018-19 school year.

Sincerely,

Deborah Davis – Principal

Genesee Intermediate School District
Board Of Education
Jerry G. Ragsdale, President
Lawrence P. Ford, Vice President
Cindy A. Gansen, Secretary
Richard E. Hill, Treasurer
Dr. Paul D. Newman, Trustee

Administration
Dr. Lisa A. Hagel, Superintendent
Denise Belt, Executive Director, Career Technical Education

G-5081 Torrey Road
Flint, MI 48507
Main Office (810) 591-4462
www.geneseecareerinstitute.org
GCI Staff List
Administration
Deborah Davis, Principal
Shawn Smith, Assistant Principal
Diana Allard, MI STEM/CTE Career Network Administrator
Instructors

David Banks, Computer Programming
Kevin Biecker, Culinary
Teresa Blaska, Clinical Instructor
Liz Blomquist, Math Specialist
Dawn Bright, Forensics
Jason Carlisle, GCI Instructor
Amy Corcoran, Advanced Nursing/CNA
Michael Crawford, Visual Digital Communications
Aimee Dittenber, Math Specialist
Gary Denman, Emergency Medical Concepts/EMT
Erin Dunn, Medical Career Foundations
Thomas Emond, Junior ROTC
Therena Elliott, Medical Assistant
Heather Gatlin, Culinary
Tracey Groom, Agriculture, Food & Natural Resources
Kim Guest, Risk Management
Tiana Haynes, Cosmetology
Lori Horcha, Visual Digital Communications
Richard Hutton, CNC Machining
Melissa Hyatt, ELA Specialist
Dr. Jill Klumpp, Veterinary Medicine
1SG Steven La Haine, Junior ROTC
LTC Curt Lapham, Junior ROTC
Alex Loney, Welding Technology
James Loomis, Automotive Technician
Robert Magee, Web Design & Computer Hardware
Laura Manning, Culinary
Stephen Mayfield, Public Safety - Homeland Security
Ishmael Milton, Cyber Security and Networking
Melissa Phillips, Sports Medicine
Travis Pike, Automotive Technician
Scott Rose, Construction Trades
Linda Smith, Building Wealth
Jennifer Staley, Therapeutic Services
Carrie Warning, Engineering Technology

Para-Educators
Kellie Alvarado, Culinary
Kim Burney, Cosmetology
Gregg Carey, Health Careers
Linda Carnell, Health Careers
Elizabeth Gidcomb, Culinary
Amy Lendzion, Sports Medicine
Jennifer Maddock, Culinary
Skye McWilliams, Agriscience
Kameran Miller, Welding
Julie Root, Visual Digital Communications
Karen Wainwright, Culinary

Student Support
Annette Cowhy, Counselor
Dean Roberts, Placement Specialist
Joanna Samuelson, Special Populations Consultant
Kari LaFave, Counselor
Deputy Ryan Ulshafer, Resource Officer

Base Camp
Tammera Bean, Lead Facilitator
Alex Boylan, Tech Facilitator
Trent Eaton, Tech Facilitator
Nick Flynn, Tech Facilitator
Morgan Goodman, Tech Facilitator
Beau Munsell, Program Director
Chris Ruhlen, Element Coordinator
Linda L. Smith, Office Manager
Jeremy Toomey, Tech Facilitator
Karen Whittaker, Program Coordinator

Office Staff
Gaby Dickenson, Secretary
Deborah Duncan, Secretary
Kirstin Knag, Business Services
Barb Steffes, Program Secretary
Norma Villarreal, Project Coordinator

Norma Villarreal, Project Coordinator
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Mission And Learner Outcomes
GCI prepares high school students for a successful future through the full integration of high school, post-secondary education and training, and the world of work.

Learner Outcomes
- Self-Directed Learner
  - Takes responsibility for own learning
  - Practices and extends learning processes
  - Applies knowledge
  - Sets goals/plans
  - Self-evaluates – is aware of own thinking and resists impulsivity
- Effective Communicator
  - Expresses ideas clearly, both orally and in writing
  - Demonstrates capable listening and reading skills
  - Communicates through a variety of mediums and purposes
  - Communicates with diverse audiences
- Creative/Complex Thinker
  - Accesses, evaluates, integrates information
  - Uses a variety of reasoning strategies for managing complex situations/issues
  - Generates new ways of viewing
  - Seeks accuracy & clarity
  - Perseveres
- Cooperative Group Member
  - Possesses effective interpersonal skills
  - Evaluates/manages individual behavior in a positive manner
  - Participates constructively in cooperative learning groups
  - Demonstrates sensitivity towards others

Rights and Responsibilities
Speech
Every student has the right to express his/her opinion either verbally or symbolically as long as he/she does not cause a material or substantial disruption to the educational process. A school instills habits and manners of civility. It is a highly appropriate function of a public school education to prohibit the use of vulgar and offensive terms in public discourse. Speech that undermines a school’s basic educational mission may be subject to discipline.
Press
School-Sponsored Publications: Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he/she delegates this authority.

Non-School-Sponsored Publications: Students who edit, publish and/or wish to distribute non-school-publications (handwritten, printed, or duplicated matter) among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution, or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process.

The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as:
- causing a material and substantial interference to the educational environment;
- obscene to minors or containing indecent or vulgar language;
- defamatory or libelous;
- invading the privacy of another person;
- offensive to a person's race, religion, ethnicity, gender, sexual preference, handicap, or national origin;
- encouraging illegal activity or violation of school rules

Assembly
Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations that would materially and substantially disrupt school work or discipline is inappropriate. Behavior that results in the disruption of the educational process, includes unauthorized protest, or violates any of the previously mentioned standards may result in disciplinary action by GCI.

Personal Appearance
Students have the right to determine their pattern of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school. Teachers will determine and communicate any dress and/or grooming requirements that are classroom/lab appropriate based on industry standards.
Student Activities
Students have the right to participate in school activities regardless of race, sex, color, creed, religion or national origin.
Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Acceptable Use Policy (AUP)
Students will be required to sign an AUP annually. The AUP governs the acceptable use of networks, computers, Internet services and any electronic devices owned or operated by the GISD or GCI. It is on page 57.

Privacy – Student Records
It is the responsibility of the school to protect the student's privacy. Disclosure of information from student permanent records should serve legitimate and educational needs.

Access to permanent student records is available, in consultation with school officials, to authorized school personnel, to the student's parent or legal guardian, to eligible students, and to the students who have reached the age of majority. Access to transcripts of permanent student records may be available to persons or agencies outside the school with consent of the students, if of legal age, or with the consent of parents or legal guardian, or by court order of subpoena.

Student records will be compiled, preserved, and accessed in conformity to state and federal statutes.

Privacy – Age of Majority – Michigan Compulsory Age
Although 18-year-old students are recognized as adults under the Age of Majority Act, the Board of Education is nonetheless committed to the equal treatment in the application of its policies and procedures to all students. The Student Handbook will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their student records.
Eighteen-year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports. To excuse absences, sign permission slips, etc.; students must complete an “Age of Majority” form found in the office. The Michigan compulsory attendance age is 18.
Student Property

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry and other items that could be stolen, damaged or prove disruptive to others. If valuable personal property is brought to school, the student is responsible for its safe keeping. GCI assumes no responsibility for student property that is lost or damaged. The search of student property is outlined in the district's search and seizure policy and references made in this document under search and seizure.

Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

Responsibilities of Students

- To attend school regularly, be on time, and be prepared to learn to the best of their ability;
- To respect the rights and feelings of others;
- To respect the property of others, including school and teachers’ property;
- To follow the requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school;
- To communicate ideas for improvement of the school through representative student government and appropriate staff.

Responsibilities of Parents/Guardians

- To assist your child in attending school regularly and on time;
- To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress;
- To listen to, consult with, understand, and trust your child;
- To work with school personnel and community groups to communicate concerns which may interfere with a child's education;
- To teach your child to respect lawful procedures and the rights of others;
- To encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

Responsibilities of Teachers

- To respect the individuality of students;
- To assist students in becoming self-reliant and independent;
- To work with parents, students, and school staff to provide for positive change;
- To know and enforce consistently and fairly the rules of the individual school and the policies of the district;
- To notify parents when a student may be failing the course (i.e., progress reports, parent conferences, report cards, and telephone calls).
Responsibilities of the Board Of Education

- To hold the Genesee Intermediate School District Superintendent and the school employees responsible for the fair and consistent application of policies of the Board of Education;
- To work to adopt clear, understandable policies that enforce the goals of the school system;
- To maintain open communication with all segments of the community to foster attainment of the best possible educational environment;
- To adopt policies which provide for and promote a safe and orderly school environment.

Family Educational Rights and Privacy Act

Annual Notification of Rights and Designation of Directory Information

Each year the Intermediate School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. The term “eligible student” refers to a student who is “emancipated”, eighteen (18) years of age or older enrolled in a post-secondary institution, or a student who is eighteen (18) years of age or older. “Emancipation” is defined under MCL 722.1 as “the termination of rights of the parents to the custody, control, services and earnings of the minor. In accordance with FERPA, you are notified of the following:

- Right to Inspect: You have the right to inspect and review your education records maintained by or at the Genesee Career Institute within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- Right to Request Amendment: You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading, or otherwise in violation of your privacy. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written statement in the record.
• Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties including recruiters of the U.S. Armed Forces with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA; persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA permits schools to comply with court orders addressing child abuse, neglect, or dependency matters without attempting to first notify parent of student.

• Right to Complain: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Genesee Career Institute to comply with FERPA. Your complaint should be directed to:
  Family Policy and Compliance Office
  U.S. Department of Education
  400 Maryland Avenue SW
  Washington, DC 20202-5920
  1-800-USA-Learn (1-800-872-5327)
  Familypolicy.edu.gov

• Right to Obtain Policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:
  Office of the Superintendent
  Genesee Intermediate School District
  2413 W. Maple Avenue
  Flint, Michigan 48507-3493
  Or at www.geneseeisd.org
Right to Object to Release of Directory Information: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student’s record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student’s education record as "directory information":
- a student’s name
- participation in officially recognized activities and sports

The Superintendent or designee will also develop a list of uses for which the District commonly would disclose a student’s directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child’s directory information disclosed for one (1) or more of these uses.

Each student’s parent or legal guardian will be provided the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student’s parent or legal guardian, the District shall not include the student’s directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

**Armed Forces Recruiting**

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory as is provided to other entities offering educational or employment opportunities to those students. “Armed forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.
Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires GISD to notify you and obtain consent to allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or students’ parents;
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents;
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Currently, Genesee Career Institute does not have any such activities scheduled. For surveys and activities scheduled after the school year starts, Genesee Career Institute will provide parents notification and an opportunity to review the surveys and activities, as well as a chance to opt their child out. Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

Parent Rights and Cooperation

It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive environment. Genesee Career Institute parents have the right and responsibility to:

- Review curriculum, books, and teaching materials at a reasonable time, place, and manner.
- Observe instructional activities for class in which their student is enrolled and present. Parents are not allowed to observe instructional activities during testing.
- Act within reasonable school policies.
- Opt-Out
  - Symptoms of Disease: A child upon the written statement of parent or legal guardian that instruction in characteristics or symptoms of disease is in conflict with his/her sincerely held religious beliefs shall be excused from attending classes where such instruction is being given with no penalty. (M.C.L. 380.1170)
  - Instruction to students on child sexual abuse: Upon written request of a pupil’s parent or legal guardian, a pupil shall be excused from instruction without penalty or loss of academic credit. (M.C.L. 380.1505a)
• Reproductive Health: Upon written request of a pupil or the pupil’s parent or legal guardian, a pupil shall be excused, without penalty or loss of academic credit, from attending classes in which the subject of reproductive health is under discussion. The pupil shall not be enrolled in a class described unless the parent or legal guardian submits a written authorization for that enrollment. (M.C.L. 380.1506)

• Pledge of Allegiance: A pupil shall not be compelled, against the pupil’s objections or those of the pupil’s parent or legal guardian, to recite the pledge of allegiance. (M.C.L. 380.1347a)

Enforcement of Rights, Responsibilities and Rules

Discipline
Good discipline addresses the behavior of individuals and of groups so that the rights of all students are protected and the learning environment is safe and productive. GCI staff strives to administer discipline consistently and fairly.

The goal of disciplinary action is to assist the student in learning self-discipline and accepting responsibility and consequences of his/her own behavior. Students’ actions should be acceptable within the group, contributing to a cordial and employment-like atmosphere where effective learning can take place. Attainment of the goal or self-discipline depends on the good judgment and appropriate actions of students, teachers, administrators, the Board of Education, and the support of parents.

A student not in class has less opportunity to learn than one present. Disciplinary action therefore should, where possible, keep the student in the school setting engaged in learning activities rather than out of school. However, in order to maintain effective learning conditions, it may be necessary to deny certain students educational participation. Restorative practices will be considered when student discipline is administered.

Physical Force
All school employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. The employee may also use reasonable physical force as follows:

• For self-defense of another;
• To prevent a pupil from inflicting harm upon himself or herself;
• To quell a disturbance that threatens physical injury to another person;
• To obtain possession of a weapon or other dangerous object upon or within the control of a pupil; and
• To protect property.
• When behavior interferes with orderly exercise and performance of school functions if a student refuses to comply with the request to stop the behavior.
The employee, upon any of the above actions, shall notify or cause to be notified the student's parents or legal guardian, or other adult designated with authority over the student, and immediately file with the school principal a complete written description of the incident and why, in the opinion of the employee, such action was necessary.

**Removal/Banning from School Property**

A person, including a parent, may be banned from going on to school property in order to preserve order in the educational process or to protect students from potential harm. In accordance to the Michigan Sex Offenders Registrations Act, registered sex offenders shall not reside, work, or loiter within a school safety zone. Additionally, it is prohibited for registered offenders to attend school functions.

**Weapons**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" shall include a firearm (including a starter gun or pistol except as referenced in Board Policy 5772) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or 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 ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles or, any other weapon as set forth in 18 USC 921. This policy also prohibits any electronic device or spring/manually loaded device that inflicts or causes pain or suffering, including BB pellet, paintballs and bows, unless the device is required for curriculum or course work and has the approval of the Superintendent. When this is the case, the approved staff shall be required to adhere to the appropriate safety standards. Additionally, a detailed inventory shall be maintained at all times.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.
Weapons-Free School Zone
The Board of Education, operating within their legal duty to ensure student safety while at school, en route to school, or at school sponsored activities, and an educational environment free from disruption, declares all properties owned or leased by the District as Dangerous Weapon and Disruption-Free Zones.

No student in possession of a dangerous weapon will be allowed to remain on property owned or leased by the District at any time, including but not limited to when students are at school, en route to or from school or at a school sponsored activity in accordance with this policy to maintain the least disruptive educational environment and to ensure the safety and welfare of students.

This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies. An individual who possesses a valid concealed pistol license is also prohibited from carrying a concealed pistol on the premises of a school or school property, except concealed carry as expressly authorized by MCL 28.425o. A parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol while in a vehicle on school property, if he or she is dropping the student off at the school or picking up the student from the school. [MCL 28.425o.] Other exceptions expressly provided by MCL 28.425 to include, but are not limited to retired police officers, judges, licensed private investigators, corrections officers, or parole officers, who have a concealed pistol license.

Audio/Visual Recordings
No student or visitor shall be allowed to videotape students or staff members while on school property or in attendance at school-sponsored or school-related events that the public is not invited, without the prior approval of administration as it violates the privacy rights of the students unrelated to the visitor. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board policy 9160 - Public Attendance at school Events.

Grievance Procedure
Normally, complaints of alleged discrimination on the basis of person's race, religion, ethnicity, gender, sexual preference, handicap, or national origin can be resolved at the building level through dialogue between staff and students. Should a student or parent feel the informal process has been unsatisfactory, a more formal grievance procedure described below will further ensure the rights of students.

Level I
1. A parent or student may request a grievance form from the school office. It must be filled out and returned to the school office within 10 days of when the incident occurs.
2. The building principal or his/her designee will conduct a hearing within five school days from the receipt of the grievance form.
3. A decision in writing will be mailed to the student's home within five school days after the hearing. The principal will additionally attempt to contact the parties by telephone.

Level II
1. Should the student or his/her parent wish to appeal the decision, a contact in writing should be made to the Superintendent, Genesee Intermediate School District, 2413 West Maple Avenue, Flint, Michigan 48507, within 10 school days after receiving the principal's decision.
2. A hearing will be arranged as soon as possible before the Superintendent or his/her designee.
3. The Hearing Committee will adjust, revoke, or sustain the original decision within 30 days of the request for a level II hearing.
4. Their decision is final.

Representation at all levels of appeals shall be at the discretion of the parent or the student who has reached the age of majority. The grievant(s) shall be notified that a spokesperson for a minor student shall be approved by the parent. Copies of this procedure will be distributed to each student and his/her parents through the GCI Student Handbook. Other copies of the procedure may be obtained from the GCI office.

Denial Of Educational Participation

Disciplinary Measures
The following action may be taken when a student's behavior interferes with his/her educational opportunity or that of others, or in the safe orderly conduct of school activities:

- Restorative Practice
- Exclusion from class
- Counseling
- Behavioral probation, academic probation, attendance probation
- In-school suspension
- Closing of classes
- Suspension (Out-of-School)
- Expulsion

The method of discipline used is at the discretion of school staff following guidelines of this student handbook. The disciplinary measure selected should be the least severe and most constructive possible for the circumstances. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment. The student discipline sequence may not always be assigned in the above listed progression.
EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.

A student who has his/her classes closed or has been suspended from school shall not be eligible to participate in any school function for the duration of such disciplinary action. In a long-term suspension, every attempt shall be made to continue the educational process in an alternate educational program.

After such denial of educational participation is made, every effort shall be exerted to determine and resolve the causes for such behavior which might lead to the student's reinstatement. These efforts may include psychological-psychiatric evaluation, social work and/or counseling services when available and/or appropriate.

The Board of Education Approves the Following Administrative Procedures:

Restorative Practice
Restorative practices shall be considered as a strategy to support student behavior.

Exclusion from Class
A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful and defiant to the teacher.

If the seriousness of the situation warrants, the teacher will accompany the student(s) to the proper administrator. In less serious circumstances, the teacher will telephone the main office informing the principal or designee that a student is to be removed. The administrator shall be responsible for removing the student from the building as soon as possible.

The teacher, as soon as possible or no later than the end of the school day, will report, in writing, to the principal or designee the circumstances leading to the student's removal from class.

In cases when a student is sent to the principal or designee from class for extended disrespect or defiance of teacher authority, accompanied by a note stating such, said student shall not be readmitted without consultation between the administrator and the teacher. Additional conferences may be scheduled by the administrator and may include the student, parent, teachers, and assistant principal, or his/her duly authorized agent. The conference will be scheduled by the appropriate administrator and may be held during the hours of 7:00 a.m. and 3:00 p.m.
Counseling
In certain instances, a student may be encouraged to enter individual or group counseling within the school environment or with a counselor outside of the school. Each case shall be handled on an individual basis, keeping the student’s needs in mind as well as the needs of the school community.

Behavioral / Academic / Attendance Probation
Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the Superintendent of GISD or his/her designee, the school principal or designee, in addition to, or in lieu of, other disciplinary action. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participation in or attendance at all extra-curricular activities. At the close of the probationary period, the individual case shall be reviewed and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he/she shall be suspended or denied certain extra-curricular privileges under the stipulations set forth in the probationary agreement.

The parent will be notified by the principal or his/her duly authorized agent that the student is being placed on behavioral probation, including the length of the period, the terms of the probation, and the possibility of suspension if the student is found in further violation of the school rules during probation.

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

In addition, any student who has amassed serious academic or attendance deficiencies may be placed on a probation program.

In-School Suspension
Where facilities are available, a student may be required to complete class assignments and/or a behavior intervention module(s) in a specially supervised area for a prescribed period of time or until he/she is allowed to resume regular classroom instruction.
Closing of Classes
A student’s access to classes may be closed by the principal or designee.

1. Procedure
   If the principal determines the student is to be sent home, he/she shall immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or designee cannot reach the parents or legal guardian, or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action.

   If the principal or designee determines immediate removal of the student(s) is necessary to restore or maintain order or to protect persons on the school grounds, he/she may close the student's classes immediately.

   In such cases, the principal or designee is not required to conduct an investigation before he/she closes classes, but he/she shall carry out such an investigation and decide on formal disciplinary actions as soon as possible, but not to exceed the end of the third school day following the closing of classes.

   Should the investigation show that the student is free from any part of the alleged misconduct, he/she shall be reinstated to his/her classes, and he/she shall be allowed to make up his/her class work.

2. Parent Conference
   A class or classes may be closed pending a parent conference. The conference, with the parent, student, teacher and an administrator present, may be held in lieu of a suspension. The principal or designee must ascertain that the above misbehavior can best be dealt with through a conference including the student, his/her parent or legal guardian, or other adult designated with authority over the student, and whatever staff would seem appropriate.

   The conference should be as soon as can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of that conference, the student may be reinstated to the class or classes which have been closed unless otherwise mutually agreed. A student’s class shall not be closed for more than three days.
3. Suspension
GCI recognizes suspensions imposed by sending schools. Students suspended from a sending school may not attend during that period. In addition, students who are suspended as a result of misbehavior at the GCI may not attend classes at their sending school during the suspension time period.

A student may be suspended from school for a definite period of time (up to 60 days) for persistent disobedience or gross misbehavior or may be recommended for expulsion.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one school day when the student’s behavior materially interferes with the teacher’s ability to effectively teach or manage the class, subject, or activity. The authority for teacher-imposed suspensions (“Snap Suspension”) is limited to teachers under contract with GCI and permanent long-term substitute teachers. All other teachers are not authorized to utilize the teacher-imposed suspension procedure and must refer student discipline matter to the building principal or designee. Teachers who impose a “Snap” suspension must engage in a conference/call with the parent or guardian.

4. Expulsions
Expulsion is an imposed exclusion from school for 60 or more days (MCL 380.1310). State law mandates expulsion for firearm possession/use. If a student is expelled pending legal charges for an offense at school, the expulsion may become a permanent expulsion if the student is convicted.

Procedures - Students:
1. A student receiving a teacher-imposed suspension shall not return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.
2. At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.
3. If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.
4. All teacher-imposed suspension shall be applied in a manner consistent with GCI student discipline procedures; as well as all federal and state laws for students determined to be eligible for special education programs and services.
Student Misconduct Definitions

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of GCI, the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. Criminal and/or civil charges could arise for misconduct that warrants such. These standards of conduct apply to all GCI students for all activities.

These rules and policies apply to any student who is on school property, transportation, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

This list is not intended to be exhaustive and includes, but is not limited to, the following:

Examples

- **Aiding and Abetting** – The guilt of someone who aids or abets in the commission of a crime. Such as a student having knowledge of weapons, explosives, or violent threats made to the school and does not report what they know to administration/designee.
- **Arson** - Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such act or acts. MCL 750.71. Section 1311 of the Michigan School Code permits schools use discretion over whether or not to suspend or expel a student from all Michigan Public Schools for an act of arson.
- **Assault** - The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students who engage in physical assault or threatening communication (see below).
  - Physical assault of a school employee, volunteer, or contractor, will result in suspension or expulsion.
  - Physical assault of another student- will result in suspension or expulsion.
  - Threat of a school employee, volunteer, or contractor, will result in suspension or expulsion.
- For purposes of this law and the Student Code of Conduct the following definitions will apply to these terms:
  - Physical assault: Intentionally causing or attempting to cause physical harm to another through force or violence.
  - Threat: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are considered threats.
  - At school: In a classroom, elsewhere on school premises, or a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.
• Bullying - Any gesture or written, verbal, graphic, or physical act, including cyberbullying (any electronically transmitted acts – i.e. internet, telephone or cell phone, or wireless hand held device), that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
  • Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
  • Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
  • Having an actual and substantial detrimental effect on a student’s physical or mental health
  • Causing substantial disruption in, or substantial interference with, the orderly operation of the school (more details on the GISD’s Policy 5501 on bullying can be found at www.geneseeisd.org)
• Chemical Substance - The act of possessing, transferring, or using any chemical ejecting device, caustic or noxious substance capable of rendering a person unconscious temporarily or causing temporary or permanent injury.
• Closed Campus - Leaving the school premises without authorization during the student's scheduled class hours.
• Continued Class Disruption - Repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
• Disrespect - To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.
• Disruptions of the Education Process - Behavior which seriously disrupts any school activity or the orderly and safe operation of the school. This includes behavior or communication that occurs outside of school.
• Extortion, Strong Arm, Coercion - The act of securing or attempting to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act.
• False Alarms - The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
• False Reports - The act of falsely reporting incidents, or making false accusations, or giving false testimony, to school personnel which would affect the welfare of others.
• Fighting - The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proven by the student accused.
• Fireworks or Explosives - The act of possession, using or threatening to use any incendiary devices (including matches and lighters), fireworks, explosive or other such instruments capable of inflicting bodily injury.
• Forgery/Fraud/Cheating - To falsely make, steal, alter, forge, or counterfeit any writing, including electronic/virtual data.
• Gambling - The act of gambling for money or valuables.
• Harassment - Includes, but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical characteristics, (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
• Hazing - “An intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization”
• Inciting Others to Violence of Disobedience - Encouraging by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school.
• Indecency in Behavior - The act of offending against commonly recognized standards of propriety, health, or safety including behavior which reflects obscene or vulgar actions or content.
• Insubordination - The willful failure to respond or carry out a request by authorized school personnel.
• Littering - The act of littering on school property or on private property passed when going to and from school.
• Loitering - The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school's personnel.
• Obscenity - The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
• Sexual Harassment - Sexual harassment has no place in the GCI and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained at www.geneseeisd.org. Reports of sexual harassment should be made to the school's building principal or designee. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of criminal sexual conduct in any degree.
• Theft - The act of taking or acquiring the property of others without their consent.
• Threatening or Intimidating Acts - The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school. If a student needs to be physically restrained, they will be considered to be threatening.
• Threatening Communications - Any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm. Threatening communications also include bomb threats (or similar
threats) directed at a school building, other school property, or a school related event, and may be subject to suspension or expulsion.

- Tobacco Products and Vaping - The act of smoking, using, or possession of any tobacco products (including electronic cigarettes and/or vaping products) on school property or school activities (including field trips) pursuant to Public Acts of 1993, is prohibited. Students identified as using or having tobacco/vaping products may be issued a citation, including a fine, by the Police Liaison Officer. Cited offenders will be referred to the appropriate court.

- Truancy and Tardiness - The act of unauthorized absence or lateness to school or classes for a specified period as outlined in the district's attendance policy.

- Unauthorized Use, Sale, Possession or Distribution - The manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited.
  - Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages";
  - Illicit drugs;
  - Any glue, aerosol, synthetics, or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation;
  - Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures;
  - Steroids, human growth hormones, or other performance-enhancing drugs; and
  - Substances purported to be illegal, abusive or performance-enhancing, i.e., "look-alike" drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

- Unauthorized Video or Audio Recording – No student shall be allowed to videotape students or staff members while on school property or in attendance at school-sponsored or school-related events that the public is not invited, without the prior approval of administration as it violates the privacy rights of the students unrelated to the visitor. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board policy 9160 - Public Attendance at School Events.

- Violence - Attempted or actual acts that result in bodily harm to another, damage of property, and/or the necessity to be physically restrained.

- Vandalism - The act of willful destruction of property belonging to others. This shall also include tampering with computer software or hardware, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for
• Prevention of fire or for the safety of the school population or school property; also included is the placing of graffiti on any school property. The Board of Education shall seek to recover damages from parents and students who have willfully destroyed or damaged school property.

• Weapons (Possession or Use) - The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury or temporary incapacitation may lead to suspension or expulsion. A pupil will be permanently expelled for possessing a firearm in a Weapons Free School Zone.

• Weapons (Look-A-Like) - The act of possessing, handling or transferring any object or instrument that is a “look-a-like” weapon or instrument, i.e. starter pistol, rubber knife, toy gun and may lead to suspension or expulsion.

• Wireless Communication Device - The act of possessing, transferring, and/or using any wireless communication device, i.e., pocket pager, beeper, and cellular phones illegally or in a manner inconsistent with school policies. See the cell phone policy.

Harassment, Bullying and other Aggressive Behavior

Bullying or other aggressive behavior toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Any harassment allegation involving an adult must be reported to the building administrator and district compliance officer. Student to student harassment should immediately be reported to the Principal or his/her designate. There will be a prompt investigation and documentation of all complaints about bullying or other aggressive behavior. If the investigation finds an instance of bullying or other aggressive behavior has occurred, it will result in prompt and appropriate remedial action. GISD Board Policy 5517.01 provides more information and this handbook shall serve as notice of the Board’s policy and compliance with PA 241 of 2011.

Substance Abuse Violation

Possession, use, selling or transfer of illicit or prescription drugs or alcohol will result in a minimum 10-day suspension from school, and a police report will be made. A student may receive a longer-term suspension or may be recommended for expulsion. Students found in violation will be referred for an evaluation and/or counseling. GCI will not be financially responsible for the evaluation and/or counseling. Possession, use, or transfer of any drug look-alikes, i.e., pills, alcohol, etc., is prohibited and will result in a suspension or expulsion.
Suspension Guidelines

- One to Five-Day Suspension for the Following Offenses - Closed campus violation; continued class disturbances; forgery; gambling; indecency; littering; loitering; obscenity; repeated truancy or tardiness; unauthorized distribution of printed material; unauthorized petitions.
- One to Ten-Day Suspension for the Following - Disrespect; insubordination; fighting; threatening or intimidating acts (including bullying); unauthorized sale or distribution; unauthorized student protest; disruption of educational process; sexual harassment; weapons (look-a-like); drugs or alcohol use or possession.
- Up to the Balance of the School Year or Expulsion – Arson; false reports; false reports of fire or bombs; inciting others to violence or disobedience; physical attack; fighting; possession (and/or use) of weapons; possession of chemical substance; possession, use, or sale of fireworks or explosives; repeated violation of the Student Handbook; theft; use, possession, transfer, or under the influence of any unlawful drug or behavior-altering substance; vandalism; extortion, strong arm and coercion.

Special Education Student Suspension
Students who are receiving special education services are expected to follow the rules the same as is expected of any student. Being a special education student does not prevent the student from being suspended. All due process rights will be followed.

Short-Term Suspensions
A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten school days. The principal or designee may invoke a short-term suspension only after investigating the misconduct following these procedures:

1. The student and the parents or legal guardian will be notified of the charges.
2. Information from persons having knowledge of the incident will be accepted. The student involved shall have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.
3. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
4. A short-term suspension shall be levied solely at the discretion of the building principal or his/her designee based on the findings of the investigation.

Once a principal or his/her duly authorized agent has determined that a short-term suspension is in order, he/she shall follow the procedures for implementing a short-term suspension from school.
Implementing a Short Term Suspension from School
When a student is suspended for ten days or less, the principal or his/her duly authorized agent shall:

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

2. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD, or the Deputy Superintendent of GISD stating the rule violated, the student's misconduct, the length of the suspension, and the principal's or his/her authorized agent's reason for action regarding serious misconduct that may lead to expulsion.

3. Every effort will be made to confer with the student's parents or legal guardian before or at the time the student returns to school. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.

4. All documentation concerning the misconduct will be kept on file.

Makeup Work for Short-Term Suspensions
GCI encourages a student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within two school days from the date of returning to classes, unless otherwise agreed upon by the building principal, the student, and the teacher involved. Some course work that is heavily dependent on class performance and group discussion may be impossible to make up.

Long-Term Suspensions
A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for up to 60 school days. Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment at GCI. The principal or designee may impose a long-term suspension and/or closing of the program only after following these procedures:

1. Notify the student and the parent(s) or legal guardian of the charges.

2. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.

3. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
4. Should the review by the Superintendent of GISD or the designee take longer than ten days, the student should be allowed to attend classes from the conclusion of the tenth day until the review is completed.

5. If, after the review, the Superintendent of GISD or his/her designee concurs with the decision of the principal or his/her duly authorized agent, the principal or his/her duly authorized agent shall follow the procedures for implementing a long-term suspension from school.

Implementing a Short Term Suspension from School

When a student is suspended for more than ten days, the principal or designee shall:

1. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain under the principal’s or designee’s supervision for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a registered letter must be sent informing them of the school's action. The principal or his/her duly authorized agent may, however, order students to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

2. A conference with the student and his/her parent(s) or legal guardian, or other adult designated with authority over the student, will be scheduled to review the reasons for the suspension. The student and/or parent may have legal counsel, an advocate, or other representatives (limited to two persons) at this meeting. A student who has reached the age of majority may waive this provision and represent him/herself in the conference.

3. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD or his/her designee, giving the following details:
   - The student's misconduct.
   - The rule violated.
   - The length of the suspension.
   - The right to appeal, to whom the appeal must be directed (see appeals process), and the fact that the appeal must be registered within five school days of the receipt of the statement by mail.

Suspension Reciprocation and Counting Suspension Days

GCI and sending schools reciprocate when students are suspended. This means that when students are suspended from GCI, they may not attend classes at their sending schools, and vice-versa. Suspension days shall be counted as follows:
   - The day the student left school will be counted as a part of the suspension providing he/she was denied class participation for more than one half of the class period.
• The suspension shall terminate at twelve midnight on the day listed as the last day of the suspension.
• Times when school is not officially scheduled are not counted as part of the suspension time.

Appeals and Reviews of Suspensions
Appeals of suspensions are available to the student and the parents of the involved student. Such appeals must, however, follow those steps listed below. Appeals must be registered within five school days of the receipt of the letter of suspension and must be directed to the appropriate administrator superior to the person levying the suspension. The pattern is as follows.

• An appeal for a short-term suspension of ten days or less shall constitute two levels. They are as follows:
  LEVEL I - An appeal for a suspension of ten days or less may be made to the building principal either by phone or personal conference.
  LEVEL II - Further appeal may be made either by phone or personal conference to the Deputy Superintendent of GISP who will review the case with the building principal. Based upon this review, the Deputy Superintendent of GISP will adjust, revoke, or sustain the suspension.

• An appeal for a long-term suspension of more than ten days and not exceeding the balance of the current school year shall constitute four levels. They are as follows:
  LEVEL I - Appeals for suspensions of more than ten days and not exceeding the balance of the current school year may be initiated with the building principal either by phone or personal conference, as the appealer may prefer.
  LEVEL II - Additional appeal may be made to the Deputy Superintendent of GISP either by phone or personal conference. Following review, the Deputy Superintendent of GISP or his/her designee will adjust, revoke or sustain the suspension.
  LEVEL III - Further appeal may be made to the Superintendent of GISP in writing. Based upon the review, the Superintendent of GISP will adjust, revoke, or sustain the suspension.
  LEVEL IV - Final appeal may be made in writing to the Board of Education or a committee of board members designated for this purpose.

• At all levels of appeal, the student and his/her parents have the right to be represented by a spokesperson of his/her own choosing, providing the following stipulations are met:
  • The parent must be present and give his/her verbal consent for such representation. If not present, the parent must give written consent for such representation. Students having reached the age of majority may waive the requirements.
  • In addition to the parents, legal guardian, or other adult designated with authority over the student, no more than two such persons may represent a student in any given conference.
At appeal levels II, III, and IV, the person or persons hearing the appeal shall notify the parents of their decision concerning the appeal within three school days from the date of the hearing. The person representing the next level of appeals, as well as those persons having heard the appeal previously, should also be notified.

Expulsion Process
Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function. Expulsions and decisions on reinstatement will be made according to the policies of the Genesee Intermediate School District.

The Board of Education may expel a student upon the recommendation of the Superintendent or his/her designee after notice to the student and his/her parents of the charges against the student and a hearing thereon as required by law.

The principal may immediately close classes and remove the student from school if the student’s presence poses a continuing danger to persons or property or any ongoing threat of disrupting the academic process.

The principal shall immediately notify the Deputy Superintendent of GISD of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation.

The Deputy Superintendent shall immediately notify the Superintendent or his/her designee of the recommendation of the principal and alleged offense. If the Superintendent or his/her designee concurs with the recommendation of the principal, the Superintendent shall notify the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by the date, time and place of the hearing on the charges.

The Board of Education shall convene at the date, time, and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents, and the Board of Education. The Hearing Panel shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the board shall issue its decision in writing. The Superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents.

All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail return receipt requested.
Reinstatement of an Expelled Student

Petitions for Reinstatement

Pupils expelled (or their parent or legal guardian if the pupil is not emancipated) may petition the GISD Board at any time after the expiration of 150 school days subsequent to the date of expulsion. The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the GISD Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in the possession of this district, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and board members.

Upon receipt of a petition for reinstatement, the district shall do the following:

- Not later than ten school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is not emancipated) or from the expelled student;
- The committee shall consist of two school board members, one school administrator, one teacher, and one parent of a pupil attending this school district;
- The Superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- Not later than ten school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the school board on the issue of reinstatement;
- The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;
- The Superintendent shall be allowed to attend meetings of the committee appointed by this board of education when considering petition for reinstatement.

Criteria for Reinstatement

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- Whether the reinstatement would create a risk of harm to other pupils or school personnel.
- Whether reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The individual’s school record before the incident that caused the expulsion.
- The individual’s attitude concerning the incident that caused the expulsion.
• The individual's behavior since expulsion and the prospects for recommendation of the individual.
• The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian if the expelled student is reinstated.

Petitions for reinstatement from students expelled by the Board of Education of another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling board. This school district will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling board.

**Conditions of Reinstatement**

The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

• Signing a behavior contract.
• Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense).
• Periodic progress reviews.
• Specific immediate consequences for failure to abide by any conditions of reinstatement.

**Illness and Injury Procedure**

Students who are ill or are injured should report the problem to the teacher immediately. The teacher will get the student to the office to notify a parent and decisions will be made regarding necessary actions.

**Medication Procedure**

Prescribed medications are prohibited on the campus unless written permission has been requested by the parent/guardian and endorsed by the physician. A “Medication Consent Form” must be obtained from the office, completed by the parent/guardian, endorsed by the physician, and kept on file in the office. The building administrator, school nurse, or designee in each program shall administer prescribed medications. A student that has parent/guardian and physician written permission may be able to self-administer and self-possess his/her own medications with administrative approval. Students who must carry/administer insulin, epinephrine pens, or inhalers, must provide written approval from the student’s physician and the parent/guardian.
**Epinephrine Auto-Injectors (Epi-Pens)**

Michigan’s Public Acts 186 and 187 require that each Michigan public and nonpublic school have at least two epinephrine auto-injectors, commonly known as “epi-pens,” in each school beginning with the 2014-2015 school year. Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

**Concussions**

To provide for the safety of students, all applicable programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth by the CDC, which shall meet all the requirements of State Law and Department of Community Health guidelines regarding concussion awareness training and protection for youth. The District shall comply with whichever standards are more protective. M.C.L. 333.9155-333.9156

**Early Departure**

Students are expected to remain in their class for the entire scheduled session. Students who need to be excused from class early on any particular day must obtain a “Permission to Leave Early” form from their instructor or the office. The completed form must be taken to the office just before the student is to leave. The office staff will confirm the early dismissal with the parent/guardian before the student is authorized to leave the building.

**Student Debts - Replacement & Repair Cost**

Students are required to pay replacement fees for textbooks, locks or tools that are lost, damaged, or destroyed. Students and parents will be notified by mail (certified mail for debts of more than $100) and held responsible for replacement or repair costs due to loss, careless use, or malicious destruction of GCI property. Failure to resolve a debt will result in withholding the student’s Certificate/Proficiencies and/or academic credit until the debt is paid. The sending school district will be notified.

**Academic Recognition**

Seniors who earn a B- (80%) or higher for the first semester and the third marking period, and also pass their Career Essentials/Explorations course, will receive a Genesee Career Institute Academic Excellence medal. All students who earn a C or better for both semesters (73% or higher), and have taken the state assessment in their cluster (if available), qualify as Career Technical Education Completers and will receive a certificate of completion. All students who pass their class with a 60% or higher will receive a certificate listing the proficiencies they have completed.
Driving, Parking and Rider Permits
Students are permitted to park on school premises as a matter of privilege, not of right. If it is determined by the parents and the sending school that a student may drive to GCI, the student must apply to the GCI office for a parking permit. The form must be completed with all vehicle information and the signatures from parents and the sending school administrator. Before a parking permit will be issued, students must also provide a copy of their driver’s license, current vehicle registration, and valid proof of insurance. There is no fee for the first parking permit. Students that lose a permit and need to replace it will pay a $3 fee. The permit must be displayed on the back of the rear view mirror when in the student parking lot.

Parking Violations
Students shall only park in the student parking lot unless prior approval has been granted to park in another location. A student who fails to obtain a valid permit or parks in an unauthorized area may face disciplinary action. This may include having his/her driving and parking privileges suspended. Improperly parked vehicles may be ticketed and/or towed at the owner’s expense.

Driving Violations
Students are expected to drive safely at all times. Reckless driving on or off school property may result in loss of driving privileges and/or disciplinary action. Serious driving violations may be considered civil and/or criminal infractions and may result in a traffic ticket and/or court appearance.

Riders
Students requesting permission to ride with another student to and from the center must complete a “Riders Permit Form” from the office, return it, and have the request approved before riding with a friend.

Vehicle Theft/Vandalism
Report any incident involving a vehicle to the office. GCI is not responsible for lost or stolen items or for vandalism to vehicles.

Plagiarism-Cheating
Claiming to be the author of another’s work or dishonestly using resources to potentially improve a grade is wrong. Cutting and pasting words/sentences into an assignment without accurately quoting and citing the source is plagiarism. Students caught cheating or helping others to cheat will be disciplined with a loss or reduction of credit on the assignment and career readiness points upon review by the instructor and administrator. Repeat behavior may result in the student’s exclusion from future class projects (clinical) and/or dismissal from GCI.
Dress and Appearance
It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. Dress and appearance of all students impact the educational environment. What a student wears to school can influence attitudes, academic performance, and behavior. A student's personal grooming and manner of dressing should be conducive to a good educational environment and appropriate for an employment environment as related to each GCI program.

Dress and appearance of students must not present a health or safety problem nor disrupt the educational environment. GCI may choose to restrict the wearing of clothing or other adornment that is deemed disruptive to the school operation or perceived as unusually distracting. In addition, the wearing of clothing with messages that are obscene, provocative, advocate drugs and/or alcohol, promote violence, or have sexual innuendo will not be permitted. Examples include, but are not limited to: see-through clothing, low neck line, bare midriff, short-shorts, sagging pants, etc. Undergarments may not show. Students are not permitted to wear any adornments that may be used as weapons; i.e., large chains, spiked collars or bracelets, etc. See pages 6 & 7 for more details on Rights and Responsibilities.

GCI programs may have additional dress and appearance requirements that could include uniforms or a specific dress code. Instructors will detail information on class-specific dress requirements within the first week of class. Failing to follow the instructor’s guidelines may result in a reduction of Career Readiness points and/or disciplinary action. Instructors will inform students if sending school spirit wear and/or costumes are permissible in their programs.

Public Display of Affection (PDA)
As in the workplace, public displays of affection are not appropriate at GCI. Holding hands and briefly hugging are permitted. Kissing, long embraces, and caressing, are not acceptable. Students that engage in this behavior will meet with an administrator for disciplinary consequences.

Pupils-Search and Seizure
Owner of School Property
School buildings, grounds, buses, lockers, desks and other equipment provided by the school for the use of pupils are the property of the Genesee Intermediate School District and/or GCI. The Genesee Intermediate School District retains and will not release its complete dominion over an exclusive administrative control of school property.
Search and Seizure
Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Any law enforcement agency having jurisdiction over the school may assist the school personnel.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the administrator.

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

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

Cooperation with Law Enforcement Agencies
In accordance with the policy of the GISD Board of Education, school authorities are directed to cooperate with police, law enforcement officers, and agencies to the end that policies shall be enforced to the fullest extent according to their terms. In accordance with section 1135 of the Michigan School Code the Genesee Intermediate School District shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with the Family Educational Right and Privacy Act. MCL380.1135(5).

Bulling and Other Aggressive Behavior Towards Students
Board Policy 5517.01
It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.
Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting
The District shall report policy modifications to the Department of Education as required by law.
Implementation
The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

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

Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.
Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

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

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

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall consider utilizing restorative practices in the correction of bullying behavior, which may include victim-offender conferences that:

- are initiated by the victim;
- are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team")
- would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

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

- "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- "At-School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity, or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if owned either by or under the control of the District.
- "Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- having an actual and substantial detrimental effect on a student’s physical or mental health; and/or

- causing substantial disruption in or substantial interference with, the orderly operation of the school.

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

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

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

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

For further definition and instances that could possibly be construed as Harassment, see Policy 5517; Hazing, see Policy 5516.

**Attendance Policy and Procedure**

A significant portion of Career Technical Education coursework includes hands-on experiences. Students that are absent miss out on these important lessons that are difficult to recreate. The attendance record is also a significant part of determining an individual’s potential as a productive employee. Because class attendance is necessary for academic achievement, as well
as for developing habits of punctuality, dependability, and self-discipline, it is a relevant objective criterion which can be related to a pupil's course grade. The purpose of the attendance procedure is to help students develop these responsibilities and to maintain academic standards for earning credit. Students who fall behind often feel stress, confusion, and discomfort. GCI staff use an attendance intervention process to communicate with students and parents to stress the importance of good attendance. Students should be absent as little as possible in order to get the most of all that GCI programs have to offer.

The Board of Education of the Genesee Intermediate School District strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance. Each child is encouraged, through a conscious effort on the part of school personnel, to reach his/her maximum potential in all areas of development.

ATTENDANCE OFFICE: 810-591-3386 (AVAILABLE 24/7)

In the event of a student absence, the parent/guardian and student are BOTH responsible for notifying GCI.

1) The parent/guardian must contact GCI within two school days of the student’s return to excuse the absence. This can be done with a call, email, or sending in a note with the student. This will be entered in the attendance record as a “P” meaning a parent verified absence. Please note that notifying the sending school does not excuse a GCI absence – GCI must be contacted. Phone lines or voicemail are available 24/7.

2) The student must contact his/her teacher to report the absence by 2:00 PM on the day of the absence. This is intended to develop behavior like that of adults in the workforce. Students will establish with their teacher the best way for them to communicate for this purpose (text, email, or other method). Although this notification does not excuse the absence, it is required to earn a portion of the Career Readiness points for that day. NOTE: These contacts are not required if the absence is school-related since the sending school will notify GCI.

An unexcused absence means that a teacher recorded a student’s absence but a parent did not, or has not yet, communicated with GCI about the absence. The code in the computer for an unexcused absence is “A”. Unexcused absences can negatively impact a student’s grades.

Excused means that a parent or the sending school has communicated with GCI, by telephone, email, or by note, to verify the student’s absence was authorized. Excused absence codes include: P=parent verified, R=school-related, FT = Field Trip, F=funeral, M=medical absence with documentation, E=court absence with documentation, O=out of school suspension imposed by sending school, X=exams, W=work-based absence, and C-closed classes (suspension) imposed by GCI.

Personal absences must be verified by a parent/guardian by call, email, or note to be changed from unexcused.

1. Illness
2. Medical/health related appointment*
3. Legal/court business*(at least 60 minutes)
4. Funeral Attendance*
5. Religious holidays
6. Arriving too late or leaving too early (Must attend)

*Documentation for medical, health, legal, court, or funeral absences, must be provided as soon as possible to have these absences changed from parent verified (Code P) to the corresponding codes listed above so that the absences do not count against any attendance limits.

Students 18 years of age must still have parental notification of absences unless an “Age of Majority” form has been submitted.

PLEASE NOTE: Some courses require a minimum number of “seat time” or “clinical” hours in order to be eligible for certification. Instructors will notify their students of these requirements in their syllabus.

Sending school-related absences may be school-sponsored activities, such as sports, field trips, snow-days, college visits with documented pre-authorization, standardized testing, military testing or physicals, etc. The sending schools notify GCI to change these absences from code “A” to code “R”. Some schools require students to come to GCI even when their school is not in session but GCI is open. Please contact the sending school to confirm their policy.

Making Up Missed Assignments After an Absence
- Assignments missed due to excused absences may be submitted for up to full credit. The teacher will specify the deadline for submitting the work for full credit upon the student’s return to school.
- Assignments missed due to unexcused absences may be submitted for a maximum of 50% credit. The teacher will specify the deadline for submitting the work for partial credit upon the student’s return to school.
- None of the daily Career Readiness points may be made up for absences that are unexcused.
- Daily Career Readiness points missed due to a parent verified absence (code P) may be made up if the student follows the absence notification process established with the teacher at the beginning of the school year.
- Daily Career Readiness points missed due to codes R, F, FT, M, E, O, X, W or C will not be calculated into grades.
In order to carry out an effective attendance policy, the attendance procedures must be consistent throughout GCI. The numbers used below represent attendance for one semester.

- The student and/or parent/guardian shall:
  - Be sure the student wakes up in time to prepare for and travel to school and arrive early or on time.
  - Notify GCI when the student is absent by calling (810-591-3386), emailing, or sending in a note.
  - Have the student contact the teacher on the day of the absence using methods established at the start of school year.
  - Approach the teacher upon returning to school to get work that can be made up.
  - Provide GCI with official documentation for absences due to medical reasons, court, or funeral, in order for them to be considered exempt absences.
- The teacher has shared responsibility in the attendance procedures. The teacher shall:
  - Keep accurate attendance records.
  - Counsel each student who has unexcused absences upon his/her return to school. The teacher will contact the parent/guardian about unexcused absences. All contacts regarding students relative to attendance should be documented by the teacher.
  - When the student returns to school, inform the student of missed work and provide deadline for submitting missed assignments.
  - Notify the GCI counselor if a student has excessive unexcused absences.

- GCI staff shall:
  - Utilize technology to automate communication to inform parents on the day of a teacher reported student absence.
  - Have a GCI counselor meet with a student with excessive absences to start an attendance improvement plan and inform the sending school counselor of the student’s attendance issue.
  - If absenteeism continues, the assistant principal will counsel the student concerning the poor attendance, may impose a behavior intervention module, and will contact parents.
  - If more absences occur, a GCI administrator will close the student’s class until a conference can be held with the student and parents. Problem solving will be attempted and consequences for continued absences will be discussed.

**Work Based Learning Attendance**

GCI students that have the privilege of participating in Work Based Learning (WBL) must maintain good attendance. Students that miss 6 WBL days will be removed from the WBL placement. Students that miss two WBL days will be counseled by the teacher. At three WBL absences, the teacher will notify the parent and remind them of the WBL attendance policy. At 6 WBL absences, the Placement Specialist will notify the WBL site supervisor and the parent that the student’s placement has been revoked.
Attendance Incentives
GCI students who have perfect or good attendance will have opportunities to win prizes and earn recognition. More information regarding the rewards will be provided to students at the start of and throughout the school year.

Consequences of Excessive Absences
Students in all GCI programs earn points every day for Career Readiness. When in attendance, daily points may be earned for punctuality, preparedness, work ethic, participation, team work, attitude, etc. The course syllabus informs students of how Career Readiness points are earned for their specific class. At GCI, Career Readiness points are weighted as 20% of the overall semester grade. Poor attendance will impact Career Readiness scores and could negatively affect other coursework grades, as well.

Students who have five unexcused absences meet with a GCI counselor and are placed on an improvement plan. Upon six unexcused absences, students may be assigned behavior intervention modules, which are online lessons to educate on topics such as responsibility and life strategies. At seven unexcused absences, an administrative contact will be made with the parents to attempt to change the attendance pattern.

An automated notice will be generated when a student reaches 5 parent verified absences. Students with 8 or more parent verified absences will meet with a counselor and be placed on an attendance improvement plan.

In consultation with the sending school, students who are failing and have 10 or more absences in a semester may be reassigned from GCI. Students who miss 17 or more days (unexcused + parent verified) during the first semester will not return for semester two.

Tardiness
Students who arrive more than 5 minutes late to GCI are required to report to the office for an Admit to Class slip. Arriving after the session start time is considered tardy. The first tardy will be recorded without consequence. Each tardy after that will result in a loss of Career Readiness points and will negatively impact the student’s grade. Upon the fifth tardy, the teacher will notify the assistant principal and a discipline consequence will be given. Students who drive to GCI may have their privilege suspended as a consequence of tardiness. Note: Students arriving so late that they are not in class for at least 60 minutes will be marked absent - not tardy.

Appear Process
In the event that a parent/student wishes to challenge a decision regarding attendance, the parent/student must submit a written request to appeal to the principal. Within five school days of receiving the request, an ad-hoc appeal committee will be formed consisting of the principal, a counselor, and a teacher. Information will be presented by the assistant principal and parent and/or student. Each member of the committee will have an opportunity to ask
questions. The committee will deliberate privately and then report the decision verbally and in writing.

Balanced Calendar Students
Students attending a district with a balanced calendar must check with their sending school to determine if they are required to attend GCI while their school is on intercession. Bus transportation will be provided to and from the sending school during intercessions. Students are responsible for all missed assignments while on intercession.

Discontinued Enrollment
In consultation with GCI and sending school counselors, administrators, teacher, and parents, students who are unsuccessful academically, have excessive absences, and/or exhibit repeated or extremely poor behavior, may be dropped from GCI. Students who are failing and have 10 or more unexcused absences in a semester may be reassigned from GCI. Students who miss 17 or more days (codes A+P) during the first semester will not return for semester two.

Non-Returning Seniors
Juniors who have more than 17 absences (combined unexcused and parent verified) during the second semester, may not return their senior year. Juniors who have a 2nd semester grade of a C- or lower may not return to GCI for an advanced class during their senior year, but may apply to take another first year class.

Wireless Communication Devices and Electronic Storage Devices
A “wireless communications device” (WCD) is a device that emits or receives an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA), smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, netbooks, tablets, iPads, and other devices that allow a person to record and/or transmit sound, video, still images or other information. An electronic storage device (ESD) is any device used for recording any format of electronic data. Common examples include; portable hard drives, thumb drives, SD cards, CD’s, etc. A student may possess a WCD and an ESD in school, on school property, at after-school activities, and at school-related functions provided that the WCD and/or ESD are not disruptive, distracting or otherwise harmful to the educational process, the scheduled activity, or other participants. The device must be off during class time unless special permission has been granted by a GCI staff member.
The unauthorized use of WCDs and ESDs to communicate or access information during classes or testing is prohibited, except as authorized under this policy. Misuse of WCDs and ESDs in school, on school property, at after-school activities, at school-related functions, or on school owned-vehicles will be subject to disciplinary action. Students may not use WCDs or ESDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise prohibited by GCI’s Internet Acceptable Use Policy. Using WCDs or ESDs to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD or ESD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, bullied or intimidated. The use of audio or video recording capacity of any WCD or ESD is prohibited in locker rooms or restrooms. The possession of a WCD or ESD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. Violations of this policy may result in disciplinary action against the student which may include confiscation and/or searching of the WCD/ESD. The building principal or his/her designee may also refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the WCD/ESD shall assume responsibility for its care. At no time shall Genesee Intermediate School District or GCI be responsible for preventing theft, loss, or damage to WCDs or ESDs brought onto its property. More details on GISD’s policy 5163 on wireless communication devices can be found at www.geneseeisd.org. GCI students are required to sign and adhere to the Acceptable Use and Internet Safety Policy guidelines as detailed in the current GISD agreement for Acceptable Use of Technology Resource for Secondary Students.

**Cell Phones in Class**
Appropriate use of cell phones at GCI is allowed upon arrival and while waiting to depart. However, once in the classroom, the teacher has the ultimate say in how cell phones may or may not be used.

- **Unless the teacher grants permission to have them out,** cell phones shall be TURNED OFF and PUT AWAY during class time. Put away means out of sight in a pocket or bag. Set to silence or vibrate is not turned off.
- **When a teacher grants permission to use a cell phone,** it shall only be used for the purpose determined by the teacher. Unless a teacher states otherwise, cell phones shall not be used to check social media, text people, play games, etc.
- **Taking photos or videos during class with a cell phone is not permitted unless specifically approved by the instructor.**
- **The teacher will determine IF and WHEN students may use cell phones or other electronic devices to listen to music.**
- **The teacher will determine whether or not cell phones may be used during trips to the restroom or vending machine.**
- **Field trips, work-based learning placements, clinical, CTSO activities, etc., are extension of the classroom. Teachers will explain proper phone rules and etiquette for those situations as they arise.**
Students who violate the cell phone rules will have the following consequences:

- Teacher collects the phone from the student for the remainder of the class period. Teacher documents the violation. Teacher reminds student of the consequences of another offense.
- Teacher collects the phone from the student. The teacher notifies the parent that the second offense has occurred and that the student may not bring his/her cell phone to class for the rest of the semester. Cell phone is returned to student at the end of the class period. The teacher documents the violation.
- Next offense(s): Student referred to the office for insubordination, defiance, and/or disrupting class. Teacher shares documentation of previous violations. Progressive disciplinary action will be assigned that may include a behavior intervention module(s), parent meeting, and/or closed classes (suspension).

A student who refuses to surrender his/her phone to the teacher will be escorted to the office for disciplinary action.

**Career Essentials and Career Explorations**

GCI courses are focused on teaching students the knowledge and skills needed to enter a related career. A vital component of every class is Career Essentials (CE). This is an online series of assignments that cover topics related to getting and keeping a job, work ethic, workplace communication, conflict management, professionalism, and more. Career Essentials meets the Michigan career standards common to all career technical education classes. Many sending schools grant credit for successful completion of CE. Check with your local counselor for specific details.

Students are expected to work on Career Essentials outside of the GCI class period, either at their sending school or at home. Each student is assigned a CE coach, a GCI teacher that will routinely assist and track progress. Students that fall behind with the pacing guide may be pulled from their class/lab to work with the CE coach to help students catch up. Students that are not on pace will be held back from field trips, work-based learning, and Base Camp, in order to work on catching up.

Student progress will be reported to sending schools as pass or fail at the quarters and semesters. To pass, all modules must be completed and a minimum of 70% must be earned. This score is also required for the student to qualify for a certificate of completion of the GCI course and also for juniors that wish to continue to an advanced course for their senior year.

Advanced students will participate in Career Explorations, which will vary according to program.
National Technical Honor Society (NTHS)

National Technical Honor Society is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Thousands of schools and colleges are affiliated with NTHS because membership encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

To qualify, students must have the following:

- 3.0 overall GPA
- No discipline or attendance issues
- 8 hours of community service (not counted toward other service hour requirements)
- 4 hours GCI building activity participation
- Pay dues to join

Quarterly reports will be run to assure all members are in good standing. The Advisor will place members that fall out of the above range on probation. Members not in compliance by April 30th, will be dropped from membership status. Juniors that meet all requirements will be awarded a NTHS pin and tassel. Returning seniors that meet all requirements will be awarded purple honor cords. First year seniors that meet all requirements will receive a pin, tassel, and cords. Note: Local districts determine if NTHS cords may be worn at the graduation ceremony.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulation and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or expulsion. Any student’s conduct occurring away from school premises that has a direct and immediate effect on GCI’s school discipline, general safety, or welfare may result in disciplinary action.

Student Visitors

Students at sending schools that wish to experience a day at the GCI in order to help them decide on future enrollment may visit with a currently enrolled student. A “Student Visitation Form” must be completed by the instructor and endorsed by a sending school representative before the visitation can occur. This form should be returned to the office. All student visitations must be scheduled one week in advance. On the day of the visit the guest student must report to the office to register and pick-up a VISITOR’S PASS. It is extremely important that classroom activities not be interrupted. Unscheduled visitors in the classroom will not be allowed.
Transportation Conduct

When a student is waiting for transportation and/or steps aboard a bus or other transportation services provided by the district, she/he is considered to still be in school and as such is in an "extended classroom." Because of this, the student is subject to all rules, rights, and responsibilities of this Student Handbook in addition to the special rules for health and safety while on the bus. Students involved in disorderly conduct (such as loud, disruptive behavior, using abusive or foul language, and failure to follow instructions of those in authority, etc.) while riding a bus, may be suspended. Repeated misbehavior on a school bus may result in the permanent loss of the privilege to ride a GCI bus. Unless required by an IEP, GCI has no legal obligation to transport students or pay for transportation for students.

Technology on Loan (TOL)

Chromebooks and/or personal Wi-Fi devices are available for students to rent if they are without access at home. A Chromebook may be rented for the school year for a non-refundable fee of $30.00. Students and parents must complete a Technology on Loan Agreement available from the office. Students without Internet access may also rent a personal Wi-Fi device with a data plan for an additional fee of $20.00 for the school year. Payment plan options may be considered. Students/parents are responsible for fees due to data overages, damages, and/or non-returned devices.

Work Based Learning Experiences

Students at GCI have the opportunity to participate in Work Based Learning (WBL) experiences in an off campus worksite. This opportunity is a privilege. Students represent themselves, the school, as well as their sending school. Students are expected to follow center and sending school rules and wear appropriate professional clothing.

It is the student’s responsibility to maintain communication with their teacher, as well as the Placement Office. Daily attendance reporting, whether onsite or absent, is required by the student to the teacher. In the event the teacher is unavailable, it is the student’s responsibility to notify the Attendance Office. Each student’s time is required to be reported by the teacher within the first ½ hour of attendance at the worksite. Absences from work based learning are counted identical to absences as mentioned previously in the Student/Parent Handbook. Refer to your course syllabus for specific guidelines.

Prior to starting any work based learning experience, the following documents must be completed and approved by the Placement Office:

1. Training Agreement
2. Training Plan
3. Criminal Background check (if required)
4. Any other program specific document(s)
Time card submission is required of all students weekly with the signature of the work site supervisor. Time cards are due to the teacher no later than the last work day of each week the student works.

Students are expected to wear professional attire in line with their career. Attire is also to follow center guidelines. Proper personal protective equipment and clothing is required at all times. Students are to wear their GCI identification at all times while on work based learning, unless this is in violation of employer work requirements.

Students must maintain the minimal academic standing (C or better) in order to participate in WBL. In addition, poor attendance or misbehavior may impact student participation (see attendance policy). GCI programs may have differing standards based on the industry related to the course. See the specific course syllabus and instructor for more details.

For Genesee Early College (GEC) Work Based Learning participants, students are required to turn in a teacher recommendation along with their WBL application for their thirteenth year enrollment. Additionally, GEC students must not have exceeded ten GCI absences (unexcused and parent verified) during their twelfth year to qualify for WBL. See GCI attendance policy for specific WBL attendance requirements.

Genesee County Career Technical Education Early Middle College (GC CTE EMC)

The Genesee County Career and Technical Education Early Middle College is a 3-year program designed to allow a student to explore and earn an associate’s degree, credential or transferable college credit in a CTE career pathway while still in high school. The GC CTE EMC is structured so that students gradually increase their exposure to college courses throughout their high school experience. Students apply for admission to the GC CTE EMC in grade 10 and, if accepted, begin taking college classes in grade 11. Students will take a combination of high school and college courses during grades 11 and 12. By the time they reach the 13th year, they will be a full-time college student and, in most situations, all their coursework will be completed on-site at either Baker College - Flint or Mott Community College. There are many career paths students can choose that include GCI classes. To see a full list of the programs of study, visit the GC CTE EMC website at www.gcteemc.org. Please contact your local high school counselor for more information or email the GC CTE EMC Coordinator, at gc-cte-emc@geneeeisd.org.
Non-Discrimination

The Board declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, disability, genetic information, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected classes, to learn through the curriculum offered in this District. The Board strives to meet the needs of all students within its boundaries and does not tolerate discrimination or harassment of any kind, recognizing the harm done to an individual's academic progress, social relationship, and/or personal sense of self-worth.

The Superintendent shall appoint and publicize the name of the compliance officer(s) whose responsibility it will be to coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access, with and that any complaints are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and shall verify that the aforementioned rights are provided. Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board's policies and practices will not discriminate against employees and students with disabilities, will provide equal opportunity for employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

District Compliance Officer

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):  
Genesee Intermediate School District  
Deputy Superintendent  
Director of Compliance and Monitoring  
2413 W. Maple Avenue  
Flint, MI 48507  
810-591-4400

The District Compliance Officers are responsible for coordinating the District’s efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations may be obtained from the District Compliance Officer.
The District Compliance Officers will also oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

Asbestos Notice To Parents/Guardians/Students/Staff
Each year the Genesee Intermediate School District must notify parents, guardians, students and staff that we have complied with State and Federal regulations pertaining to asbestos inspections and review. Nova Environmental, Inc., of Ann Arbor, Michigan, conducts the required inspections in all of our facilities on a scheduled basis, including reinspections, in accordance with Asbestos Hazard Emergency Response Act (AHERA) rules and regulations. Three-year reinspections were completed at the end of May 2016. We are found to be in compliance with required regulations.

Genesee Intermediate School District buildings are in excellent condition in relationship to existing asbestos. All of the areas requiring operation and maintenance activities identified in the last reinspection have occurred.

Parents, guardians, students and staff should be aware that building reports, located in each principal’s office, are available for review at any time.

Pesticide Notice to Parents/Guardians
Each year the Genesee Intermediate School District must notify parents and guardians of the use of insect spray in the facilities. The Genesee Intermediate School District, only on an as-needed basis, uses the non-commercial insect spray Down & Out, Fly and Insect Killer. The product is used only in non-food areas, and its primary use is to control flies, mosquitoes, ants and other common pests that may occur. For sustained control of other pests, the district uses insect baits, which provide no airborne activity. The required Safety Data Sheet is on file for this product.

If parents or guardians are aware of a problem related to their student(s) in using this product, please contact the building principal.

District Web Site
Parents may use this up-to-date resource to find all-encompassing school district information. You will find a general overview of any school in the Genesee Intermediate School District. You will also find legal notices, special events, and board policy information regarding the Genesee Intermediate School District. The web site address is www.geneseeisd.org

Upon GISD Board of Education approval, the GCI Handbook shall become GISD board policy.
School Closings
Please see local news broadcasts for area school closings. If Genesee Intermediate School District closes, then GCI is closed. If a sending school is closed for inclement weather, students from that school are excused from attending GCI and excused from attending work-based learning assignments.

Daily Class Schedule

1\textsuperscript{st} Session: 7:00 - 8:45
2\textsuperscript{nd} Session: 8:50 - 10:35
3\textsuperscript{rd} Session: 12:05 - 1:50
2018-19 Significant Dates

August 28
  Meet the Teacher 3:15 - 6:15
September 4
  First day of classes at GCI
October 18
  No School – Professional Development Day
November 22-23
  No School – Thanksgiving Holiday Break
Dec. 24 – Jan. 1
  No School – Winter Break
January 2
  School Resumes
January 21
  No School – Martin Luther King, Jr. Holiday
January 17
  Open House – 3:30 PM – 6:00 PM - End of Semester 1
January 18
  No School – Professional Development Day
February 15-18
  No School – Presidents’ Weekend Break
March 25-29
  No School – Spring Break
April 19
  No School – Good Friday
May 27
  No School – Memorial Day Holiday
To Be Determined
  End of Semester 2 - Last day for students is determined by sending school
June 12
  Last day for any remaining students
Genesee Intermediate School District
Human Resources and Operations

AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES FOR SECONDARY STUDENTS

Building Name: __________________________ Username: ________________________________
This Agreement is entered into on: ____________________________________________________

This Agreement is between: __________________________ (“student or user”) and the
Genesee Intermediate School District (ISD).

The purpose of this Agreement is to grant access to, and define acceptable use of, the ISD’s
technology resources (“Technology Resources”). Technology Resources are any type of
instrument, device, machine, equipment, technology or software that is capable of
transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video,
or radio transmissions, signals, telecommunications, or services, and include without limitation:
1. Internal and external network infrastructure;
2. Internet and network access;
3. Computers;
4. Servers;
5. Storage devices;
6. Peripherals;
7. Software;
8. Messaging or communications systems.

In exchange for the use of the ISD’s Technology Resources either at school or away from school,
you understand and agree to the following:

A. Your use of the ISD’s Technology Resources is a privilege that may be revoked by the
   ISD at any time and for any reason.

B. At a minimum, users are expected to act responsibly and in the ISD’s best interests
   whenever they use
   Technology Resources including:

   • Accessing only those Technology Resources for which they are authorized;
   • Using only those Technology Resources needed to perform job-related functions unless
     otherwise authorized;
   • Maintaining professionalism, personal responsibility, and a standard of “good taste” in
     all communications (e.g. among peers and in public forums); and
   • Protecting the ISD’s resources, reputation, and public image.
C. You have no expectation of privacy when using the ISD’s Technology Resources. The ISD reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice mail communications, computer files, databases, weblogs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The ISD also reserves the right to remove any material from the Technology Resources that the ISD, at its sole discretion, chooses to, including, without limitation, any information that the ISD determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

D. GISD Administration is responsible for determining who can access Technology Resources based on business or educational need, and for providing general supervision of authorized users who are granted access. This includes requiring that users understand and accept their individual obligations as set forth in this AUP.

E. The Technology Resources does not provide you a “public forum”. You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.

F. The ISD’s Technology Resources are intended for use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for employees, up to and including termination of employment, for both you and the person using your account/password.

G. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended, or that a reasonable person would know, is likely to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in, or benefit from, the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupils’ physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
Use of other communication/messaging devices (including devices not owned by the ISD) may be grounds for discipline under the ISD / School “Student Code of Conduct”.

H. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is “harmful to minors”. Material that is harmful to minors includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sex act or sexual contact, actual or simulated normal or perverted sexual acts, or a 7540.F43 lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as materials that are defamatory, lewd, vulgar, profane; harassing or discriminatory; bullying; terroristic; or that promotes behaviors considered harmful to the minor viewer, or that are socially unacceptable.
4. Sexting, which includes, without limitations, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
5. Bullying (as defined in paragraph G).
6. Vandalism, which includes, without limitations, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using, or soliciting the use of, or attempting to use or discover the account information or password of another user.
13. Attempting to, or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act.
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
16. Using the Technology Resources in any way that violates any Federal, State, or local laws, or any rule in the Student Code found in the ISD / School “Student Code of Conduct”. 7540.F44

I. It is the policy of the ISD, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

J. It is the policy of the ISD to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the ISD to educate students about cyber bullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with others in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

K. The ISD does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the ISD’s students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

L. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate, or that makes you feel uncomfortable, harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

M. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The ISD is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.

N. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to, or replacement of, the Technology Resources caused by your inappropriate use.
O. The ISD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the ISD be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree to follow this Agreement and all rules, regulations and policies regarding the lawful use of school technology. I also agree to follow the ISD / School / Student Handbook / Code of Conduct. Board Policies can be found on the GISD website at www.geneseeisd.org.

As a condition of using the Technology Resources, I release the ISD, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the ISD monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.

________________________________________________________
Student Printed Name

7540.F45

________________________________________________________
Student Signature Date

I have read this Agreement and agree that as a condition of my child’s use of the Technology Resources, I release the Genesee Intermediate School District (ISD) and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify the ISD and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the ISD’s Technology Resources.

I authorize the ISD to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such content under the Children’s Online Privacy Protection Act.

I understand that the data my child sends or receives over the Technology Resources is not private. I consent to having the ISD monitor and inspect my child’s use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the ISD’s Technology Resources until this Agreement has been signed by both my child and me.