

GCI

GENESEE CAREER INSTITUTE
Explore. Experience. Excel.



Student/Parent Handbook

2020-2021

WELCOME

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 2020-2021 school year.

Sincerely,

A handwritten signature in cursive script that reads "Deborah M. Davis".

Deborah Davis – Principal



Genesee Intermediate School District

Board Of Education

Richard E. Hill, President
James D. Avery, Vice President
The Honorable John L Conover, Secretary
Jerry G. Ragsdale, Treasurer
Lawrence P. Ford, Trustee

Administration

Dr. Lisa A. Hagel, Superintendent
Diana M. Allard, Director, Career Technical Education

Genesee Career Institute

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Student Attendance Email: GCI@geneseeisd.org

Genesee Career Institute Staff List

Genesee Career Institute Administration

Deborah Davis, Principal
Jason Carlisle, Assistant Principal

Instructors

Crystal Amaya, Cosmetology
David Banks, Computer Programming
Kevin Biecker, Culinary
Teresa Blaska, Nursing Advanced
Dawn Bright, Forensics
Michael Crawford, Visual Digital Communications
Aimee Dittenber, Math Specialist
Erin Dunn, Nursing Advanced
Therena Elliott, Medical Assistant
Heather Gatlin, Culinary
Kandra Gellings, Clinical Instructor
Tracey Groom, Agriculture, Food & Natural Resources
Kim Guest, Risk Management
Tiana Harrington, Cosmetology
Leslie Holt, Building Wealth
Lori Horcha, Visual Digital Communications
Melissa Hyatt, ELA Specialist
Dr. Jill Klumpp, Veterinary Medicine
1SG Steven La Haine, JROTC
LTC Curt Lapham, JROTC
SFC Stanley Lewis JROTC
Alex Loney, Welding Technology
Robert Magee, Web Design & Computer Hardware
Laura Manning, Culinary
Stephen Mayfield, Public Safety & Homeland Security
Robert McReynolds, Electrical and Wiring
Michelle Murphy, Medical Career Foundations
Melissa Phillips, Sports Medicine
Travis Pike, Automotive Technician
Scott Rose, Construction Trades
Shane Rossell, Construction Trades
Staff, Emergency Medical Concepts/Emergency Medical Technician
Jennifer Staley, Medical Career Foundations
Kevin Strieter, Digital Media Arts
Enrico Vanchina, Medium/Heavy Truck

Para-Educators

Kellie Alvarado, Culinary
Kim Burney, Cosmetology
Gregg Carey, Health Careers
Linda Carnell, Health Careers
James Gazso, Sports Medicine
Anthony Hoskins, Auto
Jennifer Maddock, Culinary
Skye McWilliams, Agriscience

Luke Middleton, Welding
Steve Raslich, Electrical
Julie Root, Visual Digital Communications/
Digital Media Arts
Carla Stowe, Health Careers
Hanna Wilson, Culinary

Office Staff

Anne Coleman, Secretary
Deborah Duncan, Secretary
Kelly Mitchell, Business Services

Gaby Pike, Secretary
Tracy White, Program Secretary
Norma Villarreal, Project Coordinator

Student Support

Dean Roberts, Placement Specialist
Kimberly Mossing, Special Populations
Consultant

Vanita Wilson, Counselor
Sergeant Ryan Ulshafer, Resource Officer
Deputy Deon Smith, Resource Officer

Base Camp

Tammera Bean, Base Camp Facilitator
Alex Boylan, Base Camp Facilitator
Trent Eaton, Base Camp Facilitator
Morgan Goodman, Base Camp Facilitator
Beau Munsell, Program Director

Linda L. Smith, Base Camp Facilitator
Madison Warning, Base Camp Facilitator
Tyler Wetherell, Base Camp Facilitator
Karen Whittaker, Base Camp Facilitator

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Genesee Career Institute Information

Introduction

The Genesee Career Institute (GCI) provides instruction and experiential learning in many career areas that help prepare Genesee County students for immediate entry into the workforce, upon completion of high school and their GCI program. The institute also offers excellent opportunities for students to gain advanced exposure to knowledge and skill sets in preparation for moving on to post-secondary education in their chosen field, gain work-ready certifications, and lead to college credit for courses taken at GCI.

Mission Statement

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

1. 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
2. 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
3. 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 and clarity
 - Perseveres
4. 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

Grading, Awards, and Honors

Genesee Career Institute offers many challenges and opportunities that are designed for students to grow and demonstrate excellence in personal and academic areas.

Grading Scale

| | | | | | | | |
|----|--------|----|-------|----|-------|----|-------|
| A+ | 100-97 | B+ | 89-87 | C+ | 79-77 | D+ | 69-67 |
| A | 96-93 | B | 86-83 | C | 76-73 | D | 66-63 |
| A- | 92-90 | B- | 82-80 | C- | 72-70 | D- | 62-60 |
| | | | | | | E | 59-0 |

Reporting Procedures for Grades

Genesee Career Institute recommends semester grades to sending schools at the end of each semester. Each fall and winter high school semester is further divided into two marking periods allowing for a total of four reporting periods. Letter grades are reported for each GCI course and pass/fail for Career Essentials and Career Explorations.

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.

ParentVUE

All parents of Genesee Career Institute students may access student attendance, progress reports, report cards, and other information any time by going to www.geneseeisd.org, selecting Genesee Career Institute from the drop-down menu under the Schools tab and then clicking on the link to ParentVue. Parents need to obtain an activation key to log in for the first time. Simply email GCI@geneseeisd.org, call (810)591-4462 or stop by the office.

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

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. A GCI teacher will routinely assist and track progress. Students that fall behind may be required to catch up during their scheduled class period at GCI. 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.

Advanced students will participate in Career Explorations, which will vary according to program.

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.gccteemc.org. Please contact your local high school counselor for more information or email the GC CTE EMC Coordinator, at gc-cte-emc@geneeisd.org

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.

Attendance Policy and Procedures

State law requires that a student must attend school until he/she is 18 years of age. 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 to the end that 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.

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and 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 procedures is to help students develop these responsibilities and to maintain academic standards for earning credit.

In order to carry out an effective attendance policy, the attendance procedures at each grade level must be consistent throughout the Genesee Career Institute.

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), email to GCI@geneeisd.org, 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.

Notification Procedures

In the event of a student absence, the parent/guardian and student are 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 phone call to the attendance office (810-591-3386), email, or a note from the parent/guardian sent 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:

Attendance Codes

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

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 upon the student's return to school.
- Assignments missed due to *unexcused* absences may earn credit for this work at the discretion of the teacher. The teacher will specify the deadline for submitting the work upon the student's return to school.
- Daily Career Readiness points missed due to an excused absence may be made up or exempted 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 an unexcused absence may be made up or exempted at the

teacher's discretion.

Work Based Learning Attendance

GCI students that have the privilege of participating in Work Based Learning (WBL) must maintain good attendance. Students that miss six 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 six WBL absences, the Placement Specialist will notify the WBL site supervisor and the parent that the student's placement has been revoked.

Tardiness

Students who arrive more than five 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 office 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 20 minutes or more late to class will be marked absent - not tardy.*

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.

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.

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. Poor attendance will impact Career Readiness scores and could negatively affect other coursework grades, as well.

Students who demonstrate a pattern of attendance issues will receive attendance interventions such as phone calls to parents from GCI teachers, counselors, and administration, attendance improvement plans, and behavior intervention modules which are online lessons to educate on topics such as responsibility and life strategies. In the event attendance does not improve with these interventions, administrative contact will be made with parents to determine next steps to correct attendance patterns.

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 have classes closed at GCI for the current year, or may apply for another first year class for the following year.

Appeal 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.

General Student Information

Daily Class Schedule

Genesee Career Institute holds three sessions per day.

Session 1: 7:00 a.m. - 8:45 a.m.

Session 2: 8:50 a.m. - 10:35 a.m.

Session 3 12:05 p.m. - 1:50 p.m.

Programs that run after regular sessions include Cosmetology and JROTC:

Cosmetology Session 3: 12:05 p.m. – 4:00 p.m.

JROTC Session 4: 3:00 p.m. - 4:15 p.m.

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.

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.

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.*

Transportation Conduct

When a student is waiting for transportation and/or steps aboard a bus or other transportation services provided by the GISD, 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.

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.

Wireless Communication Devices (WCD) and Electronic Storage Devices (ESD)

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.

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, which may be waived at administration's discretion. 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, which may be waived at administration's discretion. Payment plan options may be considered. Students/parents are responsible for fees due to data overages, damages, and/or non-returned devices.

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.

Genesee Intermediate School District 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.

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

The Board of Education recognizes when a student reaches the age of majority (18 years) or is declared an emancipated minor by a court of competent jurisdiction, that student is afforded all the rights and privileges of adulthood. When a student with a disability reaches the age of majority, rights of the parent transfer to the student unless the student has been determined to be incompetent under state law or has been determined not to have the ability to provide informed consent with respect to his/her educational program. However, all school rules still apply. The Michigan Department of Education has stated that rules may be made by the state, local boards of education, teachers, and principals, and those rules may be enforced reasonably against all who are in the school setting, regardless of age. Those rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools, rules about student conduct. A student attending school, regardless of age, is covered by board policy which are published on the ISD's website. 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.

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.

Student Records

Annual Notification of Rights and Designation of Directory Information

Each year the GISD is required to give notice of the various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA). Section 1136 of Michigan's Revised School Code. The term "eligible student" refers to a student who is "emancipated", eighteen (18) years of age or older enrolled in or attending a post-secondary institution, "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 and state law, you are notified of the following:

1. **Right to Inspect:** You have the right to inspect and review your education records maintained by or at the Genesee Career Institute within 30 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.

2. **Right to Request Information:** You have the right to request in writing the following information:
 - a. Student record information disclosed to any person, agency or organization;
 - b. The name and contact information of each person, agency, or organization to which the information has been disclosed; and
 - c. The legitimate reason that the person, agency, or organization had for obtaining the information.

GISD is not required to report student information that is disclosed in certain circumstances, outlined in Section 1136(3) of the Revised School Code.

3. **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 student's 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 amended, and specify why it is inaccurate, misleading, or a privacy violation. 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.
4. **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 or Section 1136 of the Revised School Code 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.

5. **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:
Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920
1-800-USA-Learn (1-800-872-5327)
studentprivacy.edu.gov

6. **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 on the website at
www.geneseeisd.org

7. **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" information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
 - a. a student's name
 - b. 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. A parent of eligible student may also elect, through the GISD opt-out form, to prevent disclosure of any directory information.

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/guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent/guardian, GISD will not include the student's directory information in any of the opted-out uses as identified on the signed and submitted 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 as to the opt-out form.

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 information 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 student's parent/ guardian submits a signed, written request to GISD that states that the student or the parent/ guardian does not want the student's directory information to be accessible to official recruiting representatives, then GISD officials shall not allow access to the student's directory information.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires GISD to notify you and obtain your consent to allow your child to participate in certain surveys, analyses, or evaluations given to students that concern 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, GISD does not have any such activities scheduled. For surveys and activities scheduled after the school year starts, GISD will obtain parental consent and provide parents notification and an opportunity to review the surveys and activities. Please note that this notice and consent-transfers from parents to any student who is 18 years old or an emancipated minor.

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. (MCL 380.10)

GISD parents have the right and responsibility to:

1. Review curriculum, books, and teaching materials at a reasonable time, place, and manner. (MCL 380.1137).
2. Observe instructional activities for class in which their student is enrolled and present, provided that the parent's presence does not disrupt the learning environment, and that the parent complies with reasonable school policy. Parents are not allowed to observe testing.
3. Opt-Out their student from the following:
 - a) Instruction on Symptoms of Disease: A child upon the written statement of the parent/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. (MCL 380.1170)
 - b) Instruction to students on child sexual abuse: Upon written request of a student's parent/guardian, a student shall be excused from instruction without penalty or loss of academic credit. (MCL 380.1505a)
 - c) Reproductive Health: Upon written request of a student or the student's parent/ guardian, a student shall be excused, without penalty or loss of academic credit, from attending classes in which the subject of reproductive health is under discussion (MCL 380.1506). If a student's parent/guardian files with the school a continuing written notice that the student is to be excluded from instruction on the subject of reproductive health, the student shall not be enrolled in that class unless the parent/guardian submits a written authorization for that enrollment. (MCL 380.1507a)

Student Health and Safety

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.

Epinephrine Auto-Injectors (Epi-Pens)

GISD maintains at least two epinephrine auto-injectors, commonly known as "epi-pens," in each school building. 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 GISD 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 GISD shall comply with whichever standards are more protective. M.C.L. 333.9155-333.9156

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 injectors, or inhalers, must provide written approval from the student's physician and the parent/guardian.

Illness and Injury

In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur. The school nurse will notify the parent/guardian of any illness or injury that occurs at school.

Parents must notify the school if their child has any serious communicable disease: COVID-19, Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

The ISD will adhere to current CDC guidelines and/or recommendations from the local health department when determining when it is safe for students to return to school after displaying symptoms of COVID-19, testing positive for COVID-19 or coming into close contact with someone with a confirmed case of COVID-19.

Child Abuse or Neglect

The Michigan Child Protection Law requires that any school administrator, teacher, nurse, counselor, social worker or child care worker report all cases of suspected child abuse or neglect on behalf of children under 18 years of age. The law provides legal immunity for such persons acting in good faith and making reports or assisting in any other requirements of the law. Furthermore, school staff must report suspected abuse or neglect for vulnerable adults.

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. GISD reserves the right to require that a parent who is on the sex offender registry be accompanied by a GISD chaperone while the parent is attending an event for his or her student.

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 GISD for the purpose of school activities approved and authorized by the GISD including, but not limited to, property leased, owned, or contracted for by the GISD, a school-sponsored event, or in a GISD 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 permanent expulsion.

Weapons-Free School Zone

The Board of Education, operating within their legal duty to ensure student safety while at school, in route to school, or at school sponsored activities, and an educational environment free from disruption, declares all properties owned or leased by the GISD 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, in 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, parent 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 to which the public is not invited, without the prior approval of administration. 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.

Denial of Educational Participation

GISD may exclude a student from any of its programs if the student engages in misconduct which, if committed at a local school district, would result in suspension, expulsion, or permanent expulsion from school. Students will be provided due process before being removed from a GISD program. Students may be referred to their resident districts for discipline, up to and including permanent expulsion from all public schools in Michigan.

The Board of Education approves the following administrative procedures when a student's behavior interferes with his/her educational opportunity or that of others, or in the safe orderly conduct of school activities:

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.

Student Due Process

A student will not be removed from a GISD program (including suspension or expulsion) without due process. The following due process procedure will be followed when any student is accused of violating a school rule.

1. The student will be informed of the specific charge(s), which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the opportunity to respond to the charges and present any relevant information that will support his/her defense.
3. If the proposed exclusion from a GISD program is for a period of more than 10 consecutive school days, the student and his or her parent or legal guardian will have the opportunity for a hearing with [SUPERINTEDENT/BOARD/OTHER].

Before a student is removed from a GISD program for any period of time (including suspension or expulsion), administrators will consider:

- a. The student's age.
- b. The student's disciplinary history.
- c. Whether the student is a student with a disability.
- d. The seriousness of the violation or behavior committed by the student.
- e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
- f. Whether restorative practices will be used to address the violation or behavior committed by the student.
- g. Whether a lesser intervention would properly address the violation or behavior committed by the student.

A reasonable attempt will be made to notify the student's parent/guardian on the day of the offense. If the disciplinary action involves disciplinary exclusion from a GISD program, a letter will be given to the student with an additional copy being sent to the home via U.S. Mail. The written notice will include the description of the misconduct, a description of the disciplinary action imposed, the length of the removal, and steps necessary for the student to return to school. In many cases, the parent will be asked to meet with the student's teacher and other school staff to plan for the student's return to the school setting and to plan actions that will reduce the likelihood of the misconduct occurring in the future.

Special Note - In all cases where a student's disciplinary removal is for more than ten (10) consecutive school days, or where the student has been subjected to a series of disciplinary exclusions that constitute a pattern, a manifestation determination review (MDR) will be convened.

Exclusion

GISD may exclude a student from any of its programs if the student engages in misconduct which, if committed at a local school district, would result in suspension, expulsion, or permanent expulsion from school. Students will be provided due process before being removed from a GISD program. Students may be referred to their resident districts for discipline, up to and including permanent expulsion from all public schools in Michigan.

A manifestation determination review must be held for any student who is recommended for disciplinary exclusion of greater than ten (10) school days in any single school year, or before the student can be considered for long term expulsion. In both cases, this disciplinary action would be considered a change in placement. All procedural safeguards available to students and their families regarding the MDR meeting will be followed. These procedural safeguards are provided to parents pursuant to law.

Should the student possess a firearm (or other dangerous weapon, including a knife with a blade over 2.5 inches in length), possess or use illegal drugs or controlled substances, or inflict serious bodily injury on another person while at school, the GISD may initiate the process of placing the student in an interim alternative educational setting for up to 45 school days without regard to whether the student's behavior is a manifestation of his or her disability. An IEPT will be convened to determine the student's IAES placement.

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.

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

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.

Teacher Imposed Suspension

A student may be removed from a class, subject, or activity for up to one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or the student may be given a short-term suspension by the Superintendent or the program administrator. A student so removed may not be allowed to attend other classes taught by other teachers during the term of one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

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.

Closing of Classes

A student's access to classes may be closed by the principal or designee.

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.

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.

Suspension

Any removal of a student from a GISD program for disciplinary reasons for less than 60 school days will be deemed a "suspension." Students with disabilities who are disciplined for more than 10 consecutive school days, or whose removals from school constitute a change of placement, will be entitled to a manifestation determination review (MDR). Students with disabilities may be entitled to the provision of appropriate educational services during the time of suspension, as determined by the IEPT.

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.

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.

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 Long 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 himself/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 GISD who will review the case with the building principal. Based upon this review, the Deputy Superintendent of GISD 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 appellant may prefer.
 - LEVEL II - Additional appeal may be made to the Deputy Superintendent of GISD either by phone or personal conference. Following review, the Deputy Superintendent of GISD or his/her designee will adjust, revoke or sustain the suspension.
 - LEVEL III - Further appeal may be made to the Superintendent of GISD in writing. Based upon the review, the Superintendent of GISD 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.

Any removal of a student from a GISD program for disciplinary reasons for 60 or more school days will be deemed an “expulsion.” Students with disabilities who are disciplined for more than 10 consecutive school days, or whose removals from school constitute a change of placement, will be entitled to a manifestation determination review (MDR). Students with disabilities may be entitled to the provision of appropriate educational services during the time of expulsion, as determined by the IEPT.

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 GISD 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 the GISD, 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 GISD 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 the GISD;
- The Superintendent of the GISD 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 GISD, 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 GISD or individual liability for the school board or GISD 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. The GISD 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.

Student 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 reasonable suspicion that the student is in violation of law or school rules and that the

search will uncover evidence of the law or rule violation. A search may also be conducted to protect the health and safety of others. 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 consistent with state and federal law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is ISD property and may be searched at any time. Students have no expectation of privacy in lockers, desks, or other GISD property. 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. Lockers and desks are subject to routine search.

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 confiscated and held or turned over to the police. GISD reserves the right not to return illegal items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

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 GISD'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:

Definitions Bullying

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 GISD.

- "Bullying" is defined as any written (notes, emails, social media postings, graffiti), verbal (taunting, malicious teasing, insulting, name calling, making threats), physical (hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact), and/or psychological acts (spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, 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:
 - a) substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - b) adversely affecting the ability of a student to participate in or benefit from the GISD's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c) having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - d) causing substantial disruption in or substantial interference with, the orderly operation of the school.
- "Unlawful Harassment" -"Unlawful harassment" means any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, based on a person's membership in a protected class, race, color, national origin, sex (including sexual orientation and transgender identity), height, weight, marital or family status, military status, ancestry or genetic information.
- "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.
 1. "Staff" includes all school employees and Board members.
 2. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in GISD 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.

Bullying and Other Aggressive Behavior Toward Students

Board Policy 5517.01

It is the policy of the GISD to provide a safe and nurturing educational environment for all of its students. The Board's 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 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 GISD 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.

This policy applies to all "at-school" activities in the GISD, 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.

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.

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.

If, during an investigation of a reported act of intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment or may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the suspected 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.

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, aggressive behavior, hazing, or unlawful harassment (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, aggressive behavior, hazing, or unlawful harassment is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying, aggressive behavior, hazing, or unlawful harassment 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.

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, aggressive behavior, hazing, or unlawful harassment (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, aggressive behavior, hazing, or unlawful harassment is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying, aggressive behavior, hazing, or unlawful harassment 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.

Grievance Procedure

Investigation and Complaint Procedure

Any student who believes that she/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through either the informal and/or formal complaint procedures below.

Informal Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

A student who believes she/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one (1) of the COs.

All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution or appoint another individual to facilitate an informal resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant

informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

Non-Discrimination

The Genesee Intermediate School District believes that any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through

the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

District Compliance Officer

This policy designates the following individuals to serve as the District's Compliance Officers:

Deputy Superintendent
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4400

Executive Director of Human Resources
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4400

Director of Compliance and Special Services Administration
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, MI 48507
810-591-4400

The Compliance Officers are responsible for coordinating 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, retaliation or denial of equal access.

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).

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 re-inspections, in accordance with Asbestos Hazard Emergency Response Act (AHERA) rules and regulations. The GISD's 6-month surveillance was completed on February 17, 2020. We are found to be in compliance with required regulations. The GISD's three-year re-inspections are scheduled for Fall 2022.

Genesee Intermediate School District buildings are in excellent condition with respect to asbestos. All of the areas requiring operation and maintenance activities identified in the last re-inspection 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 GISD uses insect baits, which provide no airborne activity. The required Safety Data Sheet is on file for this product and available upon request.

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

Much of the information found in this handbook is based on GISD Board Policies. Parents may use this up-to-date resource to find all-encompassing GISD 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 at the following:
www.geneseeisd.org/inside_gisd/board_of_education)

School Closing (snow days - severe weather)

Final determination concerning all closings of district facilities is made by the GISD superintendent and is based on information received from city/state law enforcement agencies, K-12 districts, civil defense officials, other agencies or information sources. Parents are advised to listen to local radio and television programs, and the GISD website for school closing announcements. If GISD 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.

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:
 - a. Accessing only those Technology Resources for which they are authorized;
 - b. Using only those Technology Resources needed to perform job-related functions unless otherwise authorized;
 - c. Maintaining professionalism, personal responsibility, and a standard of “good taste” in all communications (e.g. among peers and in public forums); and
 - d. 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 7540.F42 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.

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

“Directory information” is information contained in a student’s education record that is not generally considered harmful or an invasion of privacy if disclosed. The Board has designated the following information about each student as "directory information":

- Student name
- Participation in officially recognized activities and sports

Directory information will not be provided to a for-profit business entity.

If you *do not* want your student’s directory information released for one or more of the purposes listed below, please return the completed and signed form to your student’s school office by September 26, 2020. Your opt-out request will be recorded in the ISD’s student information system. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

The Genesee ISD *may not* share/use my student’s directory information for the following purposes:

- ISD publications, including but not limited to yearbook, graduation program, theater playbill, athletic team or activity roster, newsletter.
- Prospective employers for the student.
- School PTO or parent organization.

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

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

Print Student’s Name

School

Print Name of Person Signing

Relationship to Student

Signature of Parent/Guardian/Adult Student

Date